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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

Monday, January 6, 2003

1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

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DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation; and, to confer with the designated labor negotiator San Francisco Administrative Code 67.10 (e).

A) CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT (DISCUSSION ITEM)
California Government Code Section 54956.9
San Francisco Administrative Code Section 67.10(d)
Threatened lawsuit by Fire Fighters, Local 798
Linda Ross/designee, City Attorney's Office

B) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION ITEM)
San Francisco Administrative Code Section 67.10(e)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 12/31/02

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G. Policy on Tape Recording of Commission Meetings

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H. Speaking before the Civil Service Commission

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Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

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Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

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E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, January 6, 2003
1:00 p.m.

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I. The Special Meeting convened at 1:15 p.m.

Present:	Commissioner Donald A. Casper Commissioner Morgan R. Gorrono Commissioner Adrienne Pon Commissioner Rosabella Safont
Excused:	Commissioner Linda Richardson

Commissioner Casper presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation; and, to confer with the designated labor negotiator San Francisco Administrative Code 67.10 (e).

Action: The Commission voted to conduct a closed session.
(Vote of 4 to 0)

Closed Session started at 1:17 p.m. in City Hall, Room 400 and the following were present:

Donald A. Casper, President
Morgan R. Gorrono, Vice President
Adrienne Pon, Commissioner
Rosabella Safont, Commissioner
Kate Favetti, Executive Officer, CSC
Martin Gran, City Attorney's Office

Andrea R. Gourdine, Department of Human Resources
Linda M. Ross, City Attorney's Office
Gene Rucker, Civil Service Commission
Anita Sanchez, Assistant Executive Officer, CSC

A) CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT (DISCUSSION ITEM)
California Government Code Section 54956.9
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Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

Closed session ended at 2:08 p.m.

IV. Reconvened in open session at 2:09 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b) (5).) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 4 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

2:09 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/03

closed

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
January 6, 2003

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ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

COMMISSIONER'S OLD BUSINESS

COMMISSIONER'S NEW BUSINESS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
January 6, 2003
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of December 2, 2002

Recommendation: Approve.

Special Meeting of December 16, 2002 - 2:00 p.m. Open Session

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 1086-02-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were rceeived by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2001-02/03	Public Health	$30,113,795	Will provide services in Comprehensive Primary/ Clinical Care, Tuberculosis, STD/HIV, Asthma, Immunization, and Cancer; Training & Consultation regarding Research and Evaluation, Prevention, Education, and Intervention; and other Ancillary Health Care.	Continuing	12/31/07
4076-02/03	Public Health	$950,000	Will provide Inspector of Record services, facility evaluation surveys and reports, strategic and space accessibility planning reviews and analyses, and progress reports, for a series of time sensitive projects for SFGH, LHH and associated facilities.	Regular	12/31/06
4077-02/03	Mayor's Office	$196,250	Will serve as the lead agent in the California State Legislature working with the Mayor's Office of Legislative and budget priorities for the City and County of San Francisco.	Regular	12/31/03
4078-02/03	Mayor's Office	$312,000	Will serve as Federal Legislative representative.	Regular	12/31/03
4079-02/03	Airport	$1,334,000	Will work with staff to implement the direct leasing model, space development, concept planning, tenant outreach and tenant construction oversight to insure that food and beverage service to the traveling public is not disrupted.	Regular	12/31/05
4080-02/03	Environment	$300,000	Will provide technical assistance to businesses and institutions for source reduction, reuse, recycling, composting and other program participation efforts for the diversion of organic and non-organic materials from the landfill.	Regular	06/30/04
4081-02/03	Port	$2,000,000	Will provide a wide range of as-needed specialized engineering and architectural services.	Regular	01/31/06
4082-02/03	Municipal Transportation Agency	$200,000	Will analyze the exhaust emission data that were collected on a rolling chassis dynamometer and set up a computer modeling program to predict the on-road bus emissions and fuel economy over San Francisco's unique driving conditions and terrain.	Regular	12/31/03
4083-02/03	Telecommunications & Info Services	$500,000	Will administer a technical training program and provide training in personal computer software and other information technologies used in City government.	Regular	06/30/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4084-02/03	Telecommunications & Info Services	$287,325	Will build a secure Geographical Information System (GIS) for the Police Department. Will provide essential GIS software development and integration, and train City staff to completely manage the system once it is in place.	Regular	09/30/03
4085-02/03	Public Works	$200,000	Will organize community support; prepare educational and outreach materials; assist in developing and conducting outreach and education efforts; conduct neighborhood cleaning projects.	Regular	02/01/06
4086-02/03	Public Works	$900,000	Will perform and analyze computer existing sewer network simulations; propose projects to minimize flooding and adverse water quality impacts; conduct physical modes tests.	Regular	02/01/06
4087-02/03	Public Works	$1,800,000	Will provide construction management services to supplement City staff personnel during the construction phase of the Juvenile Hall Replacement Project.	Regular	03/01/06
4088-02/03	Human Resources	$60,000	Will coordinate and manage collective bargaining negotiations for one or more bargaining units; consult and advise on labor strategies and related labor issues; and consult and advise on research in preparation for and during negotiations.	Regular	06/30/03
4024-02/03	Human Resources	Increase Amount $150,000 New Amount $400,000	Will provide as-needed claims processing, membership enrollment and benefit services to cover Health Service System employees performing these duties during emergency and unforeseen peaks in workload.	Regular	06/30/03

Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Appeal by Michael Lund of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (File No. 0807-02-4) - Action Item

November 18, 2002:	Grant the appeal by Michael Lund of the Executive Officer's decision to close file on his disqualification for Firefighter (Job Code H - 2).
Recommendation:	Postpone to the meeting of February 3, 2003 at the request of Sylvia Courtney, Attorney for appellant.

(7) **Appeal by David Sweeney of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (File No. 0808-02-4) - Action Item**

November 18, 2002:	Grant the appeal by David Sweeney of the Executive Officer's decision to close file on his disqualification for Firefighter (Job Code H - 2).
Recommendation:	Postpone to the meeting of February 3, 2003 at the request of Sylvia Courtney, Attorney for appellant.

(8) **Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (File No. 1006-02-5) - Action Item**

December 2, 2002:	Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2003, upon agreement with the affected employee organizations.
Recommendation:	Adopt the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2003.

(9) **Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (File No. 1007-02-5) - Action Item**

December 2, 2002:	Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2003, upon agreement with the affected employee organizations.
Recommendation:	Adopt the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2003.

(10) Proposed amendments to Civil Service Commission Rule 05.12.1 Series - Appeals - Examination Matters. (File No. 1084-02-5) - Action Item

December 11, 2002:	Post for adoption the amendment to Civil Service Commission Rule Series 05.12.1 - Extend appeal period deadline to the close of business on the fifth (5th) working day following the postmarked mailing date of notification to the appellant; Extend appeal period an additional five (5) working days if notice to appellant is sent exclusively by certified mail.
Recommendation:	Adopt.

(11) Request by the Human Resources Director for hearing on Laundry Worker (Job Code 2760) referral response from the Juvenile Court Department. (File No. 0885-02-1) - Action Item

October 21, 2002:	Postpone to the meeting of November 4, 2002 at the request of the Department of Human Resources.
November 4, 2002:	Postpone to the meeting of November 18, 2002 at the request of the Department of Human Resources.
November 18, 2002:	Postpone to the meeting of December 2, 2002 at the request of the Department of Human Resources.
December 2, 2002:	Postpone to the meeting of January 6, 2003 at the request of the Department of Human Resources.
Recommendation of the Human Resources Director:	Off calendar.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(12) Appeal by Karen Garrett of the denial of protest for the Administrative Services Manager (Job Code 1827) eligible list. (File No. 0566-02-4) - Action Item

Recommendation of the Human Resources Director:	Deny the appeal by Karen Garrett. Sustain the decision of the Human Resources Director.

(13) **Appeal by Roger Villanueva of the decision of the Executive Officer to close the file on his complaint of discrimination. (File No. 1085-02-6) - Action Item**

Recommendation of the Executive Officer:	Deny the appeal by Roger Villanueva. Sustain the decision of the Executive Officer.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(14) **Determination of future employability: Disciplinary release of temporary exempt appointment of Bert Madjus, Custodian (Job Code 2708) San Francisco Unified School District. (File No. 0929-02-7) - Action Item**

Recommendation of the SFUSD and the Human Resources Director:	Approve the separation; Cancel any current examination and eligibility status; No future employment with the San Francisco Unified School District; No future employment with the City and County of San Francisco.

(15) **Determination of future employability: Dismissal of permanent civil service appointment of Magalen Siu, Senior Clerk Typist (Job Code 1426) San Francisco Unified School District. (File No. 0777-01-7) - Action Item**

Recommendation of the SFUSD and the Human Resources Director:	Dismiss from City and County service; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service.

(16) **Determination of future employability: Dismissal of permanent civil service appointment of John Winston, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0786-02-7) - Action Item**

December 2, 2002:	Postpone to the meeting of January 6, 2003 at the request of the Municipal Transportation Agency.

File No. 0786-02-7 (continued)

Recommendation of the Director of Transportation:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; No future employment with the Municipal Transportation Agency.

HUMAN RESOURCES DIRECTOR'S REPORT

(17) Report of exempt appointments under Charter Categories 10.104-16 through 10.104.18. (File No. 1087-02-1)

Recommendation:	Approve.

(18) Report of Charter Exempt Positions under Charter Section 10.104-1 through 10.104.12. (File No. 1088-02-1)

Recommendation:	Approve.

(19) Report of Provisional Appointments. (File No. 1089-02-1)

Recommendation:	Approve.

EXECUTIVE OFFICER'S REPORT

(20) Mayor's Office Budget Instructions for Fiscal Year 2003-2004. (File No. 1003-02-1)

December 2, 2002:	Approved report and directed the Executive Officer to forward draft budget at the meeting of January 6, 2003.
Recommendation:	Open for discussion.

COMMISSIONER'S OLD BUSINESS

(21) **Implementation of Proposition J - Board of Supervisors Salaries. (Item No. 0973-02-1)**

November 18, 2002:	The Commission gave general directions to the Executive Officer to proceed with comprehensive study and to report on timelines and work plan for review and direction of the Commission for the meeting of January 6, 2003.
Recommendation:	Open for discussion.

COMMISSIONER'S NEW BUSINESS

(22) **Review of Pending Appeals Log as of December 31, 2002. (File No. 1090-02-1)**

Recommendation:	Open for discussion.

(23) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(24) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
January 6, 2003

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:17 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present (missed Items 21, 23, and 24)
Commissioner Linda Richardson	Excused
Commissioner Rosabella Safont	Present

Commissioner Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of December 2, 2002

Action: Approve. (Vote of 4 to 0)

Special Meeting of December 16, 2002 - 2:00 p.m. Open Session

Action: Approve. (Vote of 4 to 0)

There will only be one meeting in January due to the Martin Luther King, Jr. holiday and one meeting in February (on February 3, 2003) due to the President's Day holiday. If necessary, the Commission will hold Special meetings to conduct/address any emergency matters.

1086-02-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2001-02/03	Public Health	$30,113,795	Will provide services in Comprehensive Primary/ Clinical Care, Tuberculosis, STD/HIV, Asthma, Immunization, and Cancer; Training & Consultation regarding Research and Evaluation, Prevention, Education, and Intervention; and other Ancillary Health Care.	Continuing	12/31/07
4076-02/03 *(Over to 2/3/03)*	Public Health	$950,000	Will provide Inspector of Record services, facility evaluation surveys and reports, strategic and space accessibility planning reviews and analyses, and progress reports, for a series of time sensitive projects for SFGH, LHH and associated facilities.	Regular	12/31/06
4077-02/03	Mayor's Office	$196,250	Will serve as the lead agent in the California State Legislature working with the Mayor's Office of Legislative and budget priorities for the City and County of San Francisco.	Regular	12/31/03
4078-02/03	Mayor's Office	$312,000	Will serve as Federal Legislative representative.	Regular	12/31/03
4079-02/03	Airport	$1,334,000	Will work with staff to implement the direct leasing model, space development, concept planning, tenant outreach and tenant construction oversight to insure that food and beverage service to the traveling public is not disrupted.	Regular	12/31/05
4080-02/03	Environment	$300,000	Will provide technical assistance to businesses and institutions for source reduction, reuse, recycling, composting and other program participation efforts for the diversion of organic and non-organic materials from the landfill.	Regular	06/30/04
4081-02/03	Port	$2,000,000	Will provide a wide range of as-needed specialized engineering and architectural services.	Regular	01/31/06
4082-02/03	Municipal Transportation Agency	$200,000	Will analyze the exhaust emission data that were collected on a rolling chassis dynamometer and set up a computer modeling program to predict the on-road bus emissions and fuel economy over San Francisco's unique driving conditions and terrain.	Regular	12/31/03
4083-02/03	Telecommunications & Info Services	$500,000	Will administer a technical training program and provide training in personal computer software and other information technologies used in City government.	Regular	06/30/03
4084-02/03	Telecommunications & Info Services	$287,325	Will build a secure Geographical Information System (GIS) for the Police Department. Will provide essential GIS software development and integration, and train City staff to completely manage the system once it is in place.	Regular	09/30/03
4085-02/03	Public Works	$200,000	Will organize community support; prepare educational and outreach materials; assist in developing and conducting outreach and education efforts; conduct neighborhood cleaning projects.	Regular	02/01/06
4086-02/03	Public Works	$900,000	Will perform and analyze computer existing sewer network simulations; propose projects to minimize flooding and adverse water quality impacts; conduct physical modes tests.	Regular	02/01/06
4087-02/03	Public Works	$1,800,000	Will provide construction management services to supplement City staff personnel during the construction phase of the Juvenile Hall Replacement Project.	Regular	03/01/06

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4088-02/03	Human Resources	$60,000	Will coordinate and manage collective bargaining negotiations for one or more bargaining units; consult and advise on labor strategies and related labor issues; and consult and advise on research in preparation for and during negotiations.	Regular	06/30/03
4024-02/03	Human Resources	Increase Amount $150,000 New Amount $400,000	Will provide as-needed claims processing, membership enrollment and benefit services to cover Health Service System employees performing these duties during emergency and unforeseen peaks in workload.	Regular	06/30/03

Speakers:

Galen Leung, Department of Public Health spoke on PSC #2001-02/03.
Alicia Bert, Mayor's Office spoke on PSC #4077-02/03.
David Pfeiffer, Airport, Criss Romero, IFPTE Local 21, and Gabe Karol, Airport spoke on PSC #4079-02/03.
Jack Macy, Department of the Environment spoke on PSC #4080-02/03.
Geoff Rothman, Department of Human Resources spoke on PSC #4088-02/03.

Action:

(1) Postpone PSC #4076-02/03 to the meeting of February 3, 2003 at the request of the Department of Public Health. (Vote of 4 to 0)
(2) Adopt Human Resources Director's report on PSC #4079-02/03. (Vote of 3 to 1; Commissioner Safont dissents.)
(3) Adopt Human Resources Director's report on PSC #4080-02/03. (Vote of 3 to 1; Commissioner Gorrono dissents.)
(4) Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0807-02-4 **Appeal by Michael Lund of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (Item No. 6)**

November 18, 2002: Grant the appeal by Michael Lund of the Executive Officer's decision to close file on his disqualification for Firefighter (Job Code H - 2).

Speakers: None.

Action: Postpone to the meeting of February 3, 2003 at the request of Sylvia Courtney, Attorney for appellant. (Vote of 4 to 0)

0808-02-4 Appeal by David Sweeney of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (Item No. 7)

November 18, 2002:	Grant the appeal by David Sweeney of the Executive Officer's decision to close file on his disqualification for Firefighter (Job Code H - 2).
Speakers:	None.
Action:	Postpone to the meeting of February 3, 2003 at the request of Sylvia Courtney, Attorney for appellant. (Vote of 4 to 0)

1006-02-5 Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (Item No. 8)

December 2, 2002:	Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2003, upon agreement with the affected employee organizations.
Speakers:	None.
Action:	Adopt the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2003. (Vote of 4 to 0)

1007-02-5 Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (Item No. 9)

December 2, 2002:	Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2003, upon agreement with the affected employee organizations.
Speakers:	None.
Action:	Adopt the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2003. (Vote of 4 to 0)

1084-02-5 Proposed amendments to Civil Service Commission Rule 05.12.1 Series - Appeals - Examination Matters. (Item No. 10)

December 11, 2002:	Post for adoption the amendment to Civil Service Commission Rule Series 05.12.1 - Extend appeal period deadline to the close of business on the fifth (5th) working day following the postmarked mailing date of notification to the appellant; Extend appeal period an additional five (5) working days if notice to appellant is sent exclusively by certified mail.
Speakers:	None.
Action:	Adopt. (Vote of 4 to 0)

0885-02-1 Request by the Human Resources Director for hearing on Laundry Worker (Job Code 2760) referral response from the Juvenile Court Department. (Item No. 11)

October 21, 2002:	Postpone to the meeting of November 4, 2002 at the request of the Department of Human Resources.
November 4, 2002:	Postpone to the meeting of November 18, 2002 at the request of the Department of Human Resources.
November 18, 2002:	Postpone to the meeting of December 2, 2002 at the request of the Department of Human Resources.
December 2, 2002:	Postpone to the meeting of January 6, 2003 at the request of the Department of Human Resources.
Speakers:	None.
Action:	Off calendar. (Vote of 4 to 0)

0566-02-4	**Appeal by Karen Garrett of the denial of protest for the Administrative Services Manager (Job Code 1827) eligible list. (Item No. 12)**	
	Speakers:	Karen Taylor, Department of Human Resources Karen Garrett, Appellant
	Action:	Deny the appeal by Karen Garrett. Sustain the decision of the Human Resources Director. (Vote of 2 to 2; Commissioners Casper and Gorrono dissent; Postpone to the meeting of February 3, 2003.
1085-02-6	**Appeal by Roger Villanueva of the decision of the Executive Officer to close the file on his complaint of discrimination. (Item No. 13)**	
	Speakers:	None.
	Action:	Postpone to the meeting of February 3, 2003 at the request of Sheila Reid, Attorney for appellant. (Vote of 4 to 0)
0929-02-7	**Determination of future employability: Disciplinary release of temporary exempt appointment of Bert Madjus, Custodian (Job Code 2708) San Francisco Unified School District. (Item No. 14)**	
	Speakers:	Candace Kronick, San Francisco Unified School District Timothy West, SEIU Local 790 Bert Madjus, Appellant Martin Escalante, San Francisco Unified School District
	Action:	Approve the separation; Cancel any current examination and eligibility status; No future employment with the San Francisco Unified School District; No future employment with the City and County of San Francisco. (Vote of 4 to 0)
0777-01-7	**Determination of future employability: Dismissal of permanent civil service appointment of Magalen Siu, Senior Clerk Typist (Job Code 1426) San Francisco Unified School District. (Item No. 15)**	
	Speakers:	None.
	Action:	Dismiss from City and County service; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service. Ms. Siu failed to appear. (Vote of 4 to 0)

0786-02-7 Determination of future employability: Dismissal of permanent civil service appointment of John Winston, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 16)

December 2, 2002:	Postpone to the meeting of January 6, 2003 at the request of the Municipal Transportation Agency.
Speakers:	Mike Casey, Municipal Transportation Agency John Dudley, TWU Local 250-A John Winston, Appellant
Action:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; No future employment with the Municipal Transportation Agency. (Vote of 4 to 0)

1087-02-1 Report of exempt appointments under Charter Categories 10.104-16 through 10.104.18. (Item No. 17)

Speakers:	Marsha Stroope, Department of Human Resources
Action:	Accept. (Vote of 4 to 0)

1088-02-1 Report of Charter Exempt Positions under Charter Section 10.104-1 through 10.104.12. (Item No. 18)

Speakers:	None.
Action:	Accept. (Vote of 4 to 0)

1089-02-1 Report of Provisional Appointments. (Item No. 19)

Speakers:	None.
Action:	Accept. (Vote of 4 to 0)

1003-02-1 Mayor's Office Budget Instructions for Fiscal Year 2003-2004. (Item No. 20)

December 2, 2002: Approved report and directed the Executive Officer to forward draft budget at the meeting of January 6, 2003.

Speakers: Kate Favetti, Executive Officer

Action: Reviewed staff report on Preliminary Fiscal Year 2003-04 Budget Request; provided direction/instructions to staff; and postponed action on Fiscal Year 2003-04 Budget Request. (Vote of 4 to 0)

0973-02-1 Implementation of Proposition J - Board of Supervisors Salaries. (Item No. 21)

November 18, 2002: The Commission gave general directions to the Executive Officer to proceed with comprehensive study and to report on timelines and work plan for review and direction of the Commission for the meeting of January 6, 2003.

Speakers: Yvette Gamble, Civil Service Commission

Action: The Commission gave directions to staff; requested the City Attorney's opinion on two issues; and to provide a progress report for review by the Commission for the meeting of February 3, 2003. (Vote of 3 to 0; Commissioner Pon missed vote)

1090-02-1 Review of Pending Appeals Log as of December 31, 2002. (Item No. 22)

Speakers: Dorothy Yee, Department of Human Resources

Action: The Commission instructed the Executive Officer on pending appeals and to calendar for Commission review the Pending Appeals Log quarterly. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

5:44 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

Monday, February 3, 2003

1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
↑
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MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation; and, to confer with the designated labor negotiator San Francisco Administrative Code 67.10 (e).

A) CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT (DISCUSSION ITEM)
California Government Code Section 54956.9
San Francisco Administrative Code Section 67.10(d)
Threatened lawsuit by Fire Fighters, Local 798
Linda Ross/designee, City Attorney's Office

B) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION ITEM)
San Francisco Administrative Code Section 67.10(e)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: ***Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.***

Posted 1/29/03

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4^{th}) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, February 3, 2003
1:00 p.m.

I. The Special Meeting convened at 1:16 p.m.

Present:	Commissioner Donald A. Casper Commissioner Morgan R. Gorrono Commissioner Adrienne Pon Commissioner Linda Richardson Commissioner Rosabella Safont

Commissioner Casper presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation; and, to confer with the designated labor negotiator San Francisco Administrative Code 67.10 (e).

Action: The Commission voted to conduct a closed session.
(Vote of 5 to 0)

Closed Session started at 1:18 p.m. in City Hall, Room 400 and the following were present:

Donald A. Casper, President, CSC
Morgan R. Gorrono, Vice President, CSC
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
Rosabella Safont, Commissioner
Kate Favetti, Executive Officer, CSC
Andrea Gourdine, Human Resources Director
Martin Gran, City Attorney's Office
Lizzette Henríquez, Civil Service Commission
Linda Ross, City Attorney's Office
Gene Rucker, Labor Negotiator, CSC
Anita Sanchez, Assistant Executive Officer, CSC
Marsha Stroope, Department of Human Resources
Molly Stump, City Attorney's Office
Paul Zarefsky, City Attorney's Office

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A) CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT (DISCUSSION ITEM)
California Government Code Section 54956.9
San Francisco Administrative Code Section 67.10(d)
Threatened lawsuit by Fire Fighters, Local 798
Linda Ross/designee, City Attorney's Office

B) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION ITEM)
San Francisco Administrative Code Section 67.10(e)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

Closed Session ended at 2:01 p.m.

IV. Reconvened in open session at 2:02 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 5 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

2:04 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

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Regular Meeting
of
February 3, 2003

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

COMMISSIONER'S OLD BUSINESS

COMMISSIONER'S NEW BUSINESS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
February 3, 2003
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of January 6, 2003 - 1:00 p.m. Closed Session

Recommendation: Approve.

Regular Meeting of January 6, 2003

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 1086-02-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-02/03	Public Health	$950,000	Will provide Inspector of Record services, facility evaluation surveys and reports, strategic and space accessibility planning reviews and analyses, and progress reports, for a series of time sensitive projects for SFGH, LHH and associated facilities.	Regular	12/31/06

January 6, 2003: Postpone to the meeting of February 3, 2003 at the request of the Department of Public Health.

Recommendation of the Human Resources Director: Off calendar and replace with new contract PSC #4076-02/03 in Item #6.

(6) Review of request for approval of proposed personal services contracts. (File No. 0055-03-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-02/03	Public Health	$1,800,000	Will provide space management and space planning, strategic and space accessibility planning reviews and analyses, and project-specific progress reports for a series of time sensitive projects for SFGH, LHH and associated health care facilities.	Regular	02/28/07
4089-02/03	Public Health	$600,000	Will provide as-needed, on-call professional radiology technologists with on-call availability, 7 days a week.	Regular	08/31/05
4090-02/03	Juvenile Probation	$161,887	Will provide a comprehensive Vocational and Educational Training Center for youth on probation. Training will include a computer based GED, advanced computer literacy program, and a vocational component for youth who have completed the program.	Regular	06/30/03
4091-02/03	Recreation & Park	$110,000	Will conduct an analysis of the pattern of recreation programs offered at all parks and recreation facilities operated by the Department with special emphasis on at risk issues, demographics, multiculturalism, and special needs issues as defined by ADA.	Regular	08/01/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4092-02/03	City Planning	$100,000	Will study how the use of cars, parking, pedestrian, bicycle, and public street systems near Glen Park BART impact the livability of the neighborhood and propose recommendations to further encourage transit ridership.	Regular	09/01/03
4093-02/03	Public Works	$3,000,000	Will perform structural engineering and related services on an as-needed basis. Services may include structural engineering design, drafting, investigations, reports, presentations, construction management, field inspection and consultation.	Regular	06/01/06
4094-02/03	Public Works	$3,000,000	Will perform mechanical engineering and related services on an as-needed basis. Services may include preparation of plans, specifications, and cost estimates; performing field investigations, constructability analysis, peer review; and writing reports.	Regular	06/01/06

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by Michael Lund of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (File No. 0807-02-4) - Action Item

November 18, 2002: Grant the appeal by Michael Lund of the Executive Officer's decision to close file on his disqualification for Firefighter (Job Code H - 2).

January 6, 2003: Postpone to the meeting of February 3, 2003 at the request of Sylvia Courtney, Attorney.

Recommendation: Postpone to the meeting of March 3, 2003 at the request of Sylvia Courtney, Attorney for appellant.

(8) **Appeal by David Sweeney of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (File No. 0808-02-4) - Action Item**

November 18, 2002: Grant the appeal by David Sweeney of the Executive Officer's decision to close file on his disqualification for Firefighter (Job Code H - 2).

January 6, 2003: Postpone to the meeting of February 3, 2003 at the request of Sylvia Courtney, Attorney.

Recommendation: Postpone to the meeting of March 3, 2003 at the request of Sylvia Courtney, Attorney for appellant.

(9) **Appeal by Arlene Eisen on the rejection of application for Safety Officer (Job Code 5177) Department of Public Health. (File No.0939-01-04) - Action Item.**

Recommendation: Postpone to the meeting of March 3, 2003 at the request of Arlene Eisen.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(10) **Appeal by Henry Villarreal of the background rejection and future employment restrictions as Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 1081-02-4) - Action Item**

Recommendation of the Director of Transportation: Adopt report. Uphold the Director of Transportation's recommendation of background waiver from Eligible Lists #E171 and #E172.

(11) **Appeal by Karen Garrett of the denial of protest for the Administrative Services Manager (Job Code 1827) eligible list. (File No. 0566-02-4) - Action Item**

January 6, 2003: Postpone to the meeting of February 3, 2003 due to a vote of 2 to 2; Commissioners Casper and Gorrono dissent.

Recommendation of the Human Resources Director: Deny the appeal by Karen Garrett. Sustain the decision of the Human Resources Director.

(12) Appeal by Rorrie Tiniakoff of the Human Resources Director's decision on her complaint of discrimination. (File No. 0856-02-6) - Action Item

December 2, 2002:	Postpone to the meeting of February 3, 2003 at the request of Rorrie Tiniakoff.
Recommendation of the Human Resources Director:	Deny the appeal by Rorrie Tiniakoff. Sustain the decision of the Human Resources Director.

(13) Proposed amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Fire Department, Rule 313 - Certification of Eligibles. (File No. 0375-01-5) - Action Item

December 14, 2000:	Posted for Meet and Confer.
June 18, 2001:	Presentation on various selection procedures from experts.
August 28, 2001:	Continuation of public comment from June 18, 2001 meeting.
December 10, 2001:	Postpone to the meeting of January 7, 2002.
January 7, 2002:	Public comment on the proposed amendments.
May 20, 2002:	Postpone to a meeting in the future to be announced.
Recommendation:	Adopt proposed amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the San Francisco Fire Department, Rule 313 - Certification of Eligibles.

(14) Appeal by Charles Gray, Jr. of the Human Resources Director's decision to close his complaint of discrimination due to timeliness. (File No. 0183-02-6) - Action Item

Recommendation of the Human Resources Director:	Adopt report. Deny the appeal by Charles Gray; Sustain the decision of the Human Resources Director.

(15) Appeal by Roger Villanueva of the decision of the Executive Officer to close the file on his complaint of discrimination. (File No. 1085-02-6) - Action Item

January 6, 2003:	Postpone to the meeting of February 3, 2003 at the request of Sheila Reid, Attorney.
Recommendation of the Executive Officer:	Deny the appeal by Roger Villanueva. Sustain the decision of the Executive Officer.

(16) **Appeal by Marlene Pool of the rejection of her application for Telephone Operator (Job Code 1706). (File No. 0342-01-4) - Action Item**

September 17, 2001:	Postpone to the meeting of October 1, 2001 at the request of Terence O. Mayo, Attorney
October 1, 2001:	Postpone to the meeting of October 15, 2001 at the request of Terence Mayo, Attorney. The Commission stipulated that this would be the last continuance granted.
October 15, 2001:	Off calendar.
July 15, 2002:	Off calendar.
Recommendation of the Airport Commission & the Human Resources Director:	Adopt report. Deny the appeal of Marlene Pool. Sustain the decision of the Airport Commission and the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA
As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(17) **Determination of future employability: Dismissal of permanent civil service appointment of Barry Ahuruonye, Administrative Analyst (Job Code 1822) San Francisco Community College District. (File No. 0799-02-7) - Action Item**

Recommendation of the SFCCD and the Human Resources Director:	Approve the separation; No future employment with the San Francisco Community College District.

(18) **Determination of future employability: Resignation of permanent civil service appointment of Joseph Bagares, Registered Nurse (Job Code 2320) Department of Public Health. (File No. 0902-02-7) - Action Item**

Recommendation of the DPH and the Human Resources Director:	Cancel any current examination and eligibility status; No future employment with the Department of Public Health.

(19) **Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Neena Murgai, Epidemiologist (Job Code 2803), Department of Public Health. (File No. 0353-01-7) - Action Item**

December 3, 2001:	Postpone to the meeting of February 4, 2002 at the request of Criss Romero, IFPTE Local 21.
February 4, 2002:	Postpone to the meeting of March 4, 2002 at the request of Civil Service Commission staff.
March 4, 2002:	Off calendar.
Recommendation of the Department of Public Health & the Human Resources Director:	No future employment with the Department of Public Health.

(20) **Determination of future employability: Resignation with unsatisfactory service of permanent civil service appointment of Mark Holmes, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0935-02-7) - Action Item**

Recommendation of the Director of Transportation:	Accept the resignation as certified.

(21) **Request for reconsideration by Kenneth Johnson on Final Administrative Action and determination of future employability as Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0858-02-7) - Action Item**

Recommendation of the Director of Transportation:	Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

(22) **Determination of future employability: Disciplinary release from probationary appointment of Daniel Vigil, Deputy Sheriff I (Job Code 8302) Office of the Sheriff. (File No. 0403-02-7) - Action Item**

Recommendation of the Office of the Sheriff:	Adopt report. Deny the appeal by Daniel Vigil. Sustain the decision of the Office of the Sheriff.

(23) **Determination of future employability: Dismissal of permanent civil service appointment of Frederick D. Woods as Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0006-03-7) - Action Item**

Recommendation of the Director of Transportation:	Cancel any current examination and eligibility status; No future employment with the Municipal Transportation Agency.

HUMAN RESOURCES DIRECTOR'S REPORT

(24) **Department of Human Resources Current Projects. (File No. 0035-03-1)**

Recommendation:	Approve.

(25) **Report of provisional appointments. (File No. 0052-03-1)**

Recommendation:	Adopt report.

(26) **Report of Charter exempt positions under Charter Section 10.104-1 through 10.104-12. (File No. 0053-03-1)**

Recommendation:	Adopt report.

(27) **Report of exempt appointments under Charter Categories 10.104-16- through 10.104.18. (File No. 0054-03-1)**

Recommendation:	Adopt report.

EXECUTIVE OFFICER'S REPORT

(28) **Report on Civil Service Commission Supplemental Budget Request FY 2002-2003. (File No. 1005-02-1)**

September 16, 2002:	Authorize Executive Officer to request Budget Supplemental in the amount of $150,000 and for the Executive Officer to obtain from Littler Mendelson details of future costs; Approve report.
December 2, 2002:	Approve additional $10,000 for FY 2002-2003 Supplemental Budget Request for survey of salaries of Board of Supervisors.
Recommendation:	Open for discussion.

(29) **Civil Service Commission Budget Request, Fiscal Year 2003-2004. (File No. 1003-02-1)**

December 2, 2002:	Approved report and directed the Executive Officer to forward draft budget at the meeting of January 6, 2003.
January 6, 2003:	Reviewed staff report of Preliminary Fiscal Year 2003-2004 Budget Request; provided direction/instructions to staff; and postponed action on Fiscal Year 2003-2004 Budget Request.
Recommendation:	Direct Commission staff to continue to negotiate amounts, finalize the Fiscal Year 2003-2004 Budget Request. Incorporate changes made by the Commission up to February 18, 2003; Approve to submit the Fiscal Year Budget Request to the Mayor and the Controller by February 21, 2003.

(30) **Preliminary Elected Officials Salary Survey in accordance with Charter Section A8.409-1. (File No. 0060-3-1)**

Recommendation	Open for discussion.

COMMISSIONER'S OLD BUSINESS

(31) **Implementation of Proposition J - Board of Supervisors Salaries. (Item No. 0973-02-1)**

November 18, 2002:	The Commission gave general directions to the Executive Officer to proceed with comprehensive study and to report on timelines and work plan for review and direction of the Commission for the meeting of January 6, 2003.
January 6, 2003:	The Commission gave directions to staff; requested the City Attorney's opinion on two issues; and to provide a progress report for review by the Commission for the meeting of February 3, 2003.
Recommendation:	Open for discussion.

COMMISSIONER'S NEW BUSINESS

(32) **Proposed Charter Amendments on Conflict of Interest. (File No. 0034-03-5)**

Recommendation:	Open for discussion.

(33) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(34) ADJOURNMENT

Adjourn in memory of Mary Dunlap, Director of Office of Citizens Complaints who passed away on January 17, 2003.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting
February 3, 2003

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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CALL TO ORDER

2:15 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present (Missed Item #10)
Commissioner Adrienne Pon	Present (Missed Items #31,32,33,34)
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present (Missed Items #32,33,34)

Commissioner Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Henry Villarreal indicated he was ready to proceed with Item #10.

APPROVAL OF MINUTES

Special Meeting of January 6, 2003 - 1:00 p.m. Closed Session

Action: Approve. (Vote of 5 to 0)

Regular Meeting of January 6, 2003

Action: Approve. (Vote of 5 to 0)

ANNOUNCEMENTS

There will only be one meeting in February (on February 3, 2003) due to the President's Day holiday. If necessary, the Commission will hold Special meetings to conduct/address any emergency matters.

1086-02-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-02/03	Public Health	$950,000	Will provide Inspector of Record services, facility evaluation surveys and reports, strategic and space accessibility planning reviews and analyses, and progress reports, for a series of time sensitive projects for SFGH, LHH and associated facilities.	Regular	12/31/06

January 6, 2003: Postpone to the meeting of February 3, 2003 at the request of the Department of Public Health.

Speakers: None.

Action: Off calendar and replace with new contract PSC #4076-02/03 in Item #6. (Vote of 5 to 0)

0055-03-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-02/03 *Over to 3/3/03*	Public Health	$1,800,000	Will provide space management and space planning, strategic and space accessibility planning reviews and analyses, and project-specific progress reports for a series of time sensitive projects for SFGH, LHH and associated health care facilities.	Regular	02/28/07
4089-02/03	Public Health	$600,000	Will provide as-needed, on-call professional radiology technologists with on-call availability, 7 days a week.	Regular	08/31/05
4090-02/03	Juvenile Probation	$161,887	Will provide a comprehensive Vocational and Educational Training Center for youth on probation. Training will include a computer based GED, advanced computer literacy program, and a vocational component for youth who have completed the program.	Regular	06/30/03
4091-02/03	Recreation & Park	$110,000	Will conduct an analysis of the pattern of recreation programs offered at all parks and recreation facilities operated by the Department with special emphasis on at risk issues, demographics, multiculturalism, and special needs issues as defined by ADA.	Regular	08/01/03
4092-02/03	City Planning	$100,000	Will study how the use of cars, parking, pedestrian, bicycle, and public street systems near Glen Park BART impact the livability of the neighborhood and propose recommendations to further encourage transit ridership.	Regular	09/01/03
4093-02/03	Public Works	$3,000,000	Will perform structural engineering and related services on an as-needed basis. Services may include structural engineering design, drafting, investigations, reports, presentations, construction management, field inspection and consultation.	Regular	06/01/06
4094-02/03	Public Works	$3,000,000	Will perform mechanical engineering and related services on an as-needed basis. Services may include preparation of plans, specifications, and cost estimates; performing field investigations, constructability analysis, peer review; and writing reports.	Regular	06/01/06

Speakers: Galen Leung and Carlos Villalva, Department of Public Health, Vitus Leung, IFPTE Local 21 and Bill Wong, Carpenters Local 22 spoke on PSC #4076-02/03.
Galen Leung, Department of Public Health spoke on PSC #4089-02/03.
Jim Horan and Charles Yu, Department of Public Works spoke on PSC # 4093-02/03 and PSC #4094-02/03.

Action: Postpone PSC #4076-02/03 to the meeting of March 3, 2003; Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0807-02-4 **Appeal by Michael Lund of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (Item No. 7)**

November 18, 2002: Grant the appeal by Michael Lund of the Executive Officer's decision to close file on his disqualification for Firefighter (Job Code H - 2).

January 6, 2003: Postpone to the meeting of February 3, 2003 at the request of Sylvia Courtney, Attorney.

Speakers: None.

Action: Postpone to the meeting of March 3, 2003 at the request of Sylvia Courtney, Attorney for appellant. (Vote of 5 to 0)

0808-02-4 **Appeal by David Sweeney of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (Item No. 8)**

November 18, 2002: Grant the appeal by David Sweeney of the Executive Officer's decision to close file on his disqualification for Firefighter (Job Code H - 2).

January 6, 2003: Postpone to the meeting of February 3, 2003 at the request of Sylvia Courtney, Attorney.

Speakers: None.

Action: Postpone to the meeting of March 3, 2003 at the request of Sylvia Courtney, Attorney for appellant. (Vote of 5 to 0)

0939-01-04	**Appeal by Arlene Eisen on the rejection of application for Safety Officer (Job Code 5177) Department of Public Health. (Item No. 9)**	
	Speakers:	None.
	Action:	Postpone to the meeting of March 3, 2003 at the request of Arlene Eisen. (Vote of 5 to 0)
1081-02-4	**Appeal by Henry Villarreal of the background rejection and future employment restrictions as Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 10)**	
	Speakers:	Mike Casey, Municipal Transportation Agency Henry Villarreal, Appellant
	Action:	Adopt report. Uphold the decision of the Director of Transportation to place Mr. Villarreal under waiver of appointment from Eligible Lists #E171 and #E172. (Vote of 4 to 0; Commissioner Gorrono missed vote).
0566-02-4	**Appeal by Karen Garrett of the denial of protest for the Administrative Services Manager (Job Code 1827) eligible list. (Item No. 11)**	
	January 6, 2003:	Postpone to the meeting of February 3, 2003 due to a vote of 2 to 2; Commissioners Casper and Gorrono dissent.
	Speakers:	Karen Taylor, Department of Human Resources Karen Garrett, Appellant
	Action:	Deny the appeal by Karen Garrett. Sustain the decision of the Human Resources Director. (Vote of 5 to 0)
0856-02-6	**Appeal by Rorrie Tiniakoff of the Human Resources Director's decision on her complaint of discrimination. (Item No. 12)**	
	December 2, 2002:	Postpone to the meeting of February 3, 2003 at the request of Rorrie Tiniakoff.
	Action:	Off calendar at the request of Rorrie Tiniakoff. (Vote of 5 to 0)

0375-01-5 **Proposed amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Fire Department, Rule 313 - Certification of Eligibles. (Item No. 13)**

December 14, 2000:	Posted for Meet and Confer.
June 18, 2001:	Presentation on various selection procedures from experts.
August 28, 2001:	Continuation of public comment from June 18, 2001 meeting.
December 10, 2001:	Postpone to the meeting of January 7, 2002.
January 7, 2002:	Public comment on the proposed amendments.
May 20, 2002:	Postpone to a meeting in the future to be announced.
Speakers:	None.
Action:	Postpone to Special Meeting of February 21, 2003 at 2:30 p.m., Room 416, City Hall. (Vote of 5 to 0)

0183-02-6 **Appeal by Charles Gray, Jr. of the Human Resources Director's decision to close his complaint of discrimination due to timeliness. (Item No. 14)**

Speakers:	Elizabeth Jacobi, Department of Human Resources-EEO Charles Gray, Jr., Appellant
Action:	Adopt report. Deny the appeal by Charles Gray; Sustain the decision of the Human Resources Director. (Vote of 5 to 0)

1085-02-6 **Appeal by Roger Villanueva of the decision of the Executive Officer to close the file on his complaint of discrimination. (Item No. 15)**

January 6, 2003:	Postpone to the meeting of February 3, 2003 at the request of Sheila Reid, Attorney.
Speakers:	Kate Favetti, Executive Officer Sheila Reid, Attorney for Appellant
Action:	Deny the appeal by Roger Villanueva. Sustain the decision of the Executive Officer. (Vote of 3 to 2; Commissioners Casper and Gorrono dissent).

0342-01-4 **Appeal by Marlene Pool of the rejection of her application for Telephone Operator (Job Code 1706) San Francisco International Airport. (Item No. 16)**

September 17, 2001: Postpone to the meeting of October 1, 2001 at the request of Terence O. Mayo, Attorney

October 1, 2001: Postpone to the meeting of October 15, 2001 at the request of Terence Mayo, Attorney. The Commission stipulated that this would be the last continuance granted.

October 15, 2001: Off calendar.

July 15, 2002: Off calendar.

Speakers: None.

Action: Approve request by Terence Mayo, Attorney for Marlene Pool to withdraw the appeal. (Vote of 5 to 0)

0799-02-7 **Determination of future employability: Dismissal of permanent civil service appointment of Barry Ahuruonye, Administrative Analyst (Job Code 1822) San Francisco Community College District. (Item No. 17)**

Speakers: None.

Action: Approve the separation; No future employment with the San Francisco Community College District. (Vote of 5 to 0) Mr. Ahurunonye failed to appear.

0902-02-7 **Determination of future employability: Resignation of permanent civil service appointment of Joseph Bagares, Registered Nurse (Job Code 2320) Department of Public Health. (Item No. 18)**

Speakers: None.

Action: Postpone to the meeting of March 3, 2003 at the request of Civil Service Commission staff. (Vote of 5 to 0)

0353-01-7 **Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Neena Murgai, Epidemiologist (Job Code 2803), Department of Public Health. (Item No. 19)**

December 3, 2001: Postpone to the meeting of February 4, 2002 at the request of Criss Romero, IFPTE Local 21.

0353-01-7 (continued)

February 4, 2002:	Postpone to the meeting of March 4, 2002 at the request of Civil Service Commission staff.
March 4, 2002:	Off calendar.
Action:	No future employment with the Department of Public Health. (Vote of 5 to 0) Ms. Murgai failed to appear.

0935-02-7 **Determination of future employability: Resignation with unsatisfactory service of permanent civil service appointment of Mark Holmes, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 20)**

Speakers: None.

Action: Postpone to the meeting of March 3, 2003 at the request of Civil Service Commission staff. (Vote of 5 to 0)

0858-02-7 **Request for reconsideration by Kenneth Johnson on Final Administrative Action and determination of future employability as Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 21)**

Action: Postpone to the meeting of March 3, 2003 at the request of Kenneth Johnson. (Vote of 5 to 0)

0403-02-7 **Determination of future employability: Disciplinary release from probationary appointment of Daniel Vigil, Deputy Sheriff I (Job Code 8302) Office of the Sheriff. (Item No. 22)**

Speakers:
James Harrigan, Attorney for Sheriff
Daniel Vigil, Appellant

Action: Postpone to the meeting of March 3, 2003 at the request of Daniel Vigil. (Vote of 3 to 2; Commissioners Pon and Safont dissent).

0006-03-7 **Determination of future employability: Dismissal of permanent civil service appointment of Frederick D. Woods as Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 23)**

Action: Postpone to the meeting of March 3, 2003 at the request of Civil Service Commission staff. (Vote of 5 to 0)

0035-03-1	**Department of Human Resources Current Projects. (Item No. 24)**	
	Speakers:	Andrea Gourdine, Human Resources Director
	Action:	Accept report. (Vote of 5 to 0)
0052-03-1	**Report of provisional appointments. (Item No. 25)**	
	Speakers:	Marsha Stroope, Deputy Director-Merit System
	Action:	Accept report. (Vote of 5 to 0)
0053-03-1	**Report of Charter exempt positions under Charter Section 10.104-1 through 10.104-12. (Item No. 26)**	
	Speakers:	Marsha Stroope, Deputy Director-Merit System
	Action:	Accept report. (Vote of 5 to 0)
0054-03-1	**Report of exempt appointments under Charter Categories 10.104-16- through 10.104.18. (Item No. 27)**	
	Speakers:	Marsha Stroope, Deputy Director-Merit System
	Action:	Accept report. (Vote of 5 to 0)
1005-02-1	**Report on Civil Service Commission Supplemental Budget Request FY 2002-2003. (Item No. 28)**	
	September 16, 2002:	Authorize Executive Officer to request Budget Supplemental in the amount of $150,000 and for the Executive Officer to obtain from Littler Mendelson details of future costs; Approve report.
	December 2, 2002:	Approve additional $10,000 for FY 2002-2003 Supplemental Budget Request for survey of salaries of Board of Supervisors.
	Speakers:	Kate Favetti, Executive Officer
	Action:	Accept report. (Vote of 5 to 0)

1003-02-1 **Civil Service Commission Budget Request, Fiscal Year 2003-2004. (Item No. 29)**

December 2, 2002: Approved report and directed the Executive Officer to forward draft budget at the meeting of January 6, 2003.

January 6, 2003: Reviewed staff report of Preliminary Fiscal Year 2003-2004 Budget Request; provided direction/instructions to staff; and postponed action on Fiscal Year 2003-2004 Budget Request.

Speakers: Kate Favetti, Executive Officer

Action: Direct Commission staff to continue to negotiate amounts, finalize the Fiscal Year 2003-2004 Budget Request. Incorporate changes made by the Commission up to February 18, 2003; Approve to submit the Fiscal Year Budget Request to the Mayor and the Controller by February 21, 2003. (Vote of 5 to 0)

0060-3-1 **Preliminary Elected Officials Salary Survey in accordance with Charter Section A8.409-1. (Item No. 30)**

Speakers: Anita Sanchez, Assistant Executive Officer

Action: Accept report; Proceed with salary survey and report progress to the Commission. (Vote of 5 to 0)

0973-02-1 **Implementation of Proposition J - Board of Supervisors Salaries. (Item No. 31)**

November 18, 2002: The Commission gave general directions to the Executive Officer to proceed with comprehensive study and to report on timelines and work plan for review and direction of the Commission for the meeting of January 6, 2003.

January 6, 2003: The Commission gave directions to staff; requested the City Attorney's opinion on two issues; and to provide a progress report for review by the Commission for the meeting of February 3, 2003.

Action: The Commission gave directions to the staff that a special meeting be held after normal work hours in the last week of February or the first week of March, including notices to community groups; and requested a progress report at its next meeting of March 3, 2003. (Vote of 4 to 0; Commissioner Pon missed vote).

0034-03-5 Proposed Charter Amendments on Conflict of Interest. (Item No. 32)

Speakers: Kate Favetti, Executive Officer

Action: Direct Executive Officer to respond to the Ethics Commission to add a statement that employees may not accept any gratuities for duties performed in their normal course of employment and that the Civil Service Commission review occupational categories considered in conflict with City employment prior to submission to the Ethics Commission. (Vote of 3 to 0; Commissioners Pon and Safont missed vote)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Spike Kahn, IFPTE Local 21 spoke on as-needed Personal Services Contracts in Public Utilities Commission requesting inventory or audit to as-needed contracts approved by the Civil Service Commission on scope of work and Public Utilities Commission Department using contracts for another scope of work.

Directed Executive Officer to inquire into circumstances of the contract. Calendar and report on result of inquiry and inspection for action at the next Regular meeting.

ADJOURNMENT

6:45 p.m.

Adjourned in memory of Mary Dunlap, Director of Office of Citizens Complaints who passed away on January 17, 2003. The Commission directed the Executive Officer to convey its condolences to the Dunlap family.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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-1-Closed
-1-open (Amended)
/21/03

Agenda and Notice of Special Meeting – Closed Session

Friday, February 21, 2003

1:30 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation; and, to confer with the designated labor negotiator San Francisco Administrative Code 67.10 (e).

A) CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT (DISCUSSION ITEM)
California Government Code Section 54956.9
San Francisco Administrative Code Section 67.10(d)
Threatened lawsuit by Fire Fighters, Local 798
Linda Ross/designee, City Attorney's Office

B) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION ITEM)
San Francisco Administrative Code Section 67.10(e)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
    - 313 – Certification of Eligibles

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IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Recommendation: Approve.

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 2/14/03

Notice of Commission Hearing Policies and Procedures

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B. Policy Requiring Written Reports

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C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

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For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

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Information on Disability Access

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Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

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21/03
al - closed
al - opened

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting – Closed Session

Friday, February 21, 2003
1:30 p.m.

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DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. The Special Meeting convened at 1:40 p.m.

Present: Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

Commissioner Casper presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation; and, to confer with the designated labor negotiator San Francisco Administrative Code 67.10 (e).

Action: The Commission voted to conduct a closed session.
(Vote of 5 to 0)

Closed Session started at 1:42 p.m. in City Hall, Room 416 and the following were present:

Donald A. Casper, President, CSC
Morgan R. Gorrono, Vice President, CSC
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
Rosabella Safont, Commissioner
Kate Favetti, Executive Officer, CSC
Yvette Gamble, Civil Service Commission
Martin Gran, City Attorney's Office
Lizzette Henríquez, Civil Service Commission
Linda Ross, City Attorney's Office
Gene Rucker, Labor Negotiator, CSC
Anita Sanchez, Assistant Executive Officer, CSC
Marsha Stroope, Department of Human Resources
Paul Zarefsky, City Attorney's Office

A) CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT (DISCUSSION ITEM)
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San Francisco Administrative Code Section 67.10(e)
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Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

Closed Session ended at 2:52 p.m.

IV. Reconvened in open session at 2:54 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 5 to 0)

V. Adjournment

2:56 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Amended

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Open Session

Friday, February 21, 2003

2:30 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place
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I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Proposed amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Fire Department, Rule 313 - Certification of Eligibles. (File No. 0375-01-5) - Action Item

December 14, 2000:	Posted for Meet and Confer.
June 18, 2001:	Presentation on various selection procedures from experts.
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December 10, 2001:	Postpone to the meeting of January 7, 2002.
January 7, 2002:	Public comment on the proposed amendments.
May 20, 2002:	Postpone to a meeting in the future to be announced.
February 3, 2003:	Postpone to Special Meeting of February 21, 2003 at 2:30 p.m., Room 416, City Hall.
Recommendation:	Adopt Legislative Findings on the proposed amendments to Civil Service Commission Rule 313 – Certification of Eligibles – Applicable to the Uniformed Ranks of the San Francisco Fire Department. Adopt proposed amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the San Francisco Fire Department, Rule 313 - Certification of Eligibles.

IV. Adjournment.

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Re-Posted 2/14/03

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Open Session

Friday, February 21, 2003
2:30 p.m.

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I. The Special Meeting convened at 3:00 p.m.

Present: Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

Commissioner Casper presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

1. John Hanley, President, Fire Fighters Local 798
2. John Choy, President, Asian Firefighters Association
3. Armando Mayorga, Representative for Los Bomberos
4. Karen Heald
5. Kevin Smith, President, Black Firefighters Association
6. Diane Sidd-Champion, Counsel for Local 798
7. Michael Harris, S. F. Lawyers' Committee for Civil Rights
8. Aaron Stevenson, Black Officers Committee of the Black Firefighters Assoc.
9. Ernest Li
10. Mark Johnson, Provisional Captain, San Francisco Black Firefighters

III. Proposed amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Fire Department, Rule 313 - Certification of Eligibles. (File No. 0375-01-5) - Action Item

December 14, 2000:	Posted for Meet and Confer.
June 18, 2001:	Presentation on various selection procedures from experts.
August 28, 2001:	Continuation of public comment from June 18, 2001 meeting.

December 10, 2001: Postpone to the meeting of January 7, 2002.

January 7, 2002: Public comment on the proposed amendments.

May 20, 2002: Postpone to a meeting in the future to be announced.

February 3, 2003: Postpone to Special Meeting of February 21, 2003 at 2:30 p.m., Room 416, City Hall.

Action:

1. Adopt Legislative Findings on the proposed amendments to Civil Service Commission Rule 313 – Certification of Eligibles – Applicable to the Uniformed Ranks of the San Francisco Fire Department. (Vote of 4 to 1; Commissioner Casper dissents.)

2. Adopt proposed amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the San Francisco Fire Department, Rule 313 - Certification of Eligibles. (Vote of 4 to 1; Commissioner Casper dissents.)

3. Adopted for further clarification that prior to the issuance of any job announcement, secondary criteria shall be presented to the Civil Service Commission for its approval in advance and will be discussed in open session with all parties interested. (Vote of 5 to 0)

IV. Adjournment

5:47 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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l. Closed

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Closed Session

Monday, March 3, 2003

1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
↑
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I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) – (ACTION ITEM)

A) CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT (DISCUSSION ITEM)
Significant exposure to litigation pursuant to California Government Code Section 54956.9 and
San Francisco Administrative Code Section 67.10(d) – one case
Threatened lawsuit by Michael McGowen regarding change of appointment as Maintenance Machinist (Job Code 7332) from permanent to provisional

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

Recommendation: Approve.

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 2/26/03

Notice of Commission Hearing Policies and Procedures

A. Commission Office

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B. Policy Requiring Written Reports

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C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
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3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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Minutes of Special Meeting – Closed Session

Monday, March 3, 2003
1:00 p.m.

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PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

The Special Meeting was canceled.

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) – (ACTION ITEM)

A) CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT
(DISCUSSION ITEM)
Significant exposure to litigation pursuant to California Government Code Section 54956.9 and
San Francisco Administrative Code Section 67.10(d) – one case
Threatened lawsuit by Michael McGowan regarding change of Appointment as Maintenance Machinist (Job Code 7332) from permanent to provisional

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

Recommendation: Approve.

V. Adjournment.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/03

AGENDA

Regular Meeting
of
March 3, 2003

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
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EXECUTIVE OFFICER

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

COMMISSIONER'S OLD BUSINESS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 3, 2003
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of February 3, 2003 - 1:00 p.m. Closed Session

Recommendation: Approve.

Regular Meeting of February 3, 2003

Recommendation: Approve.

Special Meeting of February 21, 2003 - 1:30 p.m. Closed Session

Recommendation: Approve.

Special Meeting of February 21, 2003 - 2:30 p.m. Open Session

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0055-03-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-02/03	Public Health	$1,800,000	Will provide space management and space planning, strategic and space accessibility planning reviews and analyses, and project-specific progress reports for a series of time sensitive projects for SFGH, LHH and associated health care facilities.	Regular	02/28/07

February 3, 2003: Postpone to the meeting of March 3, 2003.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0102-03-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4095-02/03	Port	$200,000	Will propose and implement methodologies, consistent with financial audit standards of practice, that the City may rely upon to document various Financial activities.	Regular	08/15/03
4096-02/03	Public Utilities Commission (Water)	$1,000,000	Will conduct a management and operations evaluation of all departments and bureaus within SFPUC to determine baseline performance and to identify significant opportunities where work practice enhancements and/or cost savings can be realized.	Regular	06/30/04

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4097-02/03	Public Utilities Commission (Hetch Hetchy & Bureaus)	$400,000	Will prepare water treatment operation procedures, and other associated plans required by state regulations for the new chloramines facilities.	Regular	12/31/04
4098-02/03	Public Utilities Commission (Water)	$4,000,000	Will prepare a Conceptual Engineering Report for Calaveras Dam, and evaluate alternatives to repair the existing Calaveras Dam, or replace the dam with a dam of equal or enlarged storage capacity.	Regular	03/02/07
4099-02/03	Municipal Transportation Agency	$29,800,000	Will conduct Phase II of the Third Street Light Rail Transit Project, New Central Subway (NCS), consisting of a 1.75 mile extension of the Initial Operating Segment (IOS) north of King Street on Third and Fourth Streets.	Regular	02/28/08
4100-02/03	Sheriff's Office	$547,671	Will provide substance abuse treatment, relapse prevention, vocational counseling and related services to ex-offenders immediately following their release from the San Francisco jails.	Regular	09/29/05
4101-02/03	Public Utilities Commission (Water)	Increase Amount $75,001 New Amount $125,000	Will provide management of the implementation of a developed move plan, coordinate between multiple City departments, and participate in the relocation of approximately 750 employees.	Regular	10/20/03

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Determination of future employability: Disciplinary release from probationary appointment of Daniel Vigil, Deputy Sheriff I (Job Code 8302) Office of the Sheriff. (File No. 0403-02-7) - Action Item

February 3, 2003: Postpone to the meeting of March 3, 2003 at the request of Daniel Vigil.

Recommendation: Off calendar.

(8) **Determination of future employability: Resignation of permanent civil service appointment of Joseph Bagares, Registered Nurse (Job Code 2320) Department of Public Health. (File No. 0902-02-7) - Action Item**

February 3, 2003:	Postpone to the meeting of March 3, 2003 at the request of Civil Service Commission staff.
Recommendation:	Postpone to the meeting of April 7, 2003 at the request of Joseph Bagares.

(9) **Appeal of Automatic Resignation of permanent civil service appointment of Richard Espinoza, Firefighter (Job Code H - 2) San Francisco Fire Department. (File No. 0991-02-7) - Action Item**

Recommendation:	Postpone to the meeting of April 7, 2003 at the request of Richard Espinoza.

(10) **Request by the Human Resources Director to credit prior service of twenty (20) employees for seniority purposes. (File No. 0104-03-1) - Action Item**

Recommendation of the Human Resources Director:	Approve the request to credit prior service of current employees for the periods from their original permanent employment start work dates; Authorize the Human Resources Director to take administrative action to implement the intent of this Commission action to credit prior service and adjust employee and Department of Human Resources records accordingly; Notify the affected employees, employee organizations, the Human Resources Director and the Controller.

(11) **Certification of the prevailing rate of wages for workers employed in public off-street parking lots, garages, or storage facilities for automobiles. (File No. 0090-03-3) - Action Item**

Recommendation of the Human Resources Director:	Adopt report; Forward to Board of Supervisors.

REGULAR AGENDA

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(12) Appeal by Jon Gray of the denial of request for reasonable accommodation and complaint of discrimination in the written exam for Firefighter (Job Code H - 2) San Francisco Fire Department. (File No. 0486-02-4) - Action Item

Recommendation of the SFFD & the Human Resources Director: Deny the appeal by Jon Gray. Sustain the recommendation of the San Francisco Fire Department and the Human Resources Director.

(13) Appeal by Michael Lund of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (File No. 0807-02-4) - Action Item

November 18, 2002: Grant the appeal by Michael Lund of the Executive Officer's decision to close file on his disqualification for Firefighter (Job Code H - 2).

January 6, 2003: Postpone to the meeting of February 3, 2003 at the request of Sylvia Courtney, Attorney.

February 3, 2003: Postpone to the meeting of March 3, 2003 at the request of Sylvia Courtney, Attorney for appellant.

Recommendation of the SFFD & the Human Resources Director: Deny the appeal by Michael Lund. Sustain the recommendation of the San Francisco Fire Department and the Human Resources Director.

(14) Appeal by David Sweeney of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (File No. 0808-02-4) - Action Item

November 18, 2002: Grant the appeal by David Sweeney of the Executive Officer's decision to close file on his disqualification for Firefighter (Job Code H - 2).

January 6, 2003: Postpone to the meeting of February 3, 2003 at the request of Sylvia Courtney, Attorney.

File No. 0808-02-4 (continued)

February 3, 2003:	Postpone to the meeting of March 3, 2003 at the request of Sylvia Courtney, Attorney for appellant.
Recommendation of the SFFD & the Human Resources Director:	Deny the appeal by David Sweeney. Sustain the recommendation of the San Francisco Fire Department and the Human Resources Director.

(15) Appeal by John Flores of the background rejection for Firefighter (Job Code H - 2) San Francisco Fire Department. (File No. 0986-02-4) - Action Item

Recommendation of the SFFD & the Human Resources Director:	Deny the appeal by John Flores. Sustain the recommendation of the San Francisco Fire Department and the Human Resources Director.

(16) Appeal by Arlene Eisen on the rejection of application for Safety Officer (Job Code 5177) Department of Public Health. (File No. 0939-01-04) - Action Item.

February 3, 2003:	Postpone to the meeting of March 3, 2003 at the request of Arlene Eisen.
Recommendation of the DPH & Human Resources Director:	Deny the appeal by Arlene Eisen. Sustain the recommendation of the Department of Public Health and the Human Resources Director.

(17) Response to the Civil Service Commission's request of the Public Utilities Commission for information on Personal Services Contract #4115-98/99. (File No. 0103-03-8) - Action Item

Recommendation:	Open for discussion.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA
As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(18) **Request by Kenneth Johnson for reconsideration on Final Administrative Action and future employability as Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0858-02-7) - Action Item**

February 3, 2003:	Postpone to the meeting of March 3, 2003 at the request of Kenneth Johnson.
Recommendation of the Director of Transportation:	Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

(19) **Determination of future employability: Resignation with unsatisfactory service of permanent civil service appointment of Mark Holmes, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0935-02-7) - Action Item**

February 3, 2003:	Postpone to the meeting of March 3, 2003 at the request of Civil Service Commission staff.
Recommendation of the Director of Transportation:	Accept the resignation as certified.

(20) **Determination of future employability: Dismissal of permanent civil service appointment of Frederick D. Woods as Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0006-03-7) - Action Item**

February 3, 2003:	Postpone to the meeting of March 3, 2003 at the request of Civil Service Commission staff.
Recommendation of the Director of Transportation:	Cancel any current examination and eligibility status; No future employment with the Municipal Transportation Agency.

HUMAN RESOURCES DIRECTOR'S REPORT

(21) Report of exempt appointments under Charter Categories 10.104-16 through 10.104-18. (File No. 0105-03-1)

Recommendation: Accept report; file.

(22) Report of provisional appointments. (File No. 0106-03-1)

Recommendation: Accept report; file.

EXECUTIVE OFFICER'S REPORT

(23) Annual Civil Service Commission Meeting Calendar - 2003. (File No. 0111-03-1)

Recommendation: Open for discussion.

(24) Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco for FY 2003 - 2004 in accordance with Charter Section A8.409-1. (File No. 0060-3-1)

February 3, 2003: Accept report; Proceed with salary survey and report progress to the Commission.

Recommendation: Open for discussion.

(25) Update on Civil Service Commission Goals and Objectives for FY 2002 - 2003. (File No. 0117-03-1)

Recommendation: Accept report; File.

COMMISSIONER'S OLD BUSINESS

(26) Implementation of Proposition J - Board of Supervisors Salaries. (File No. 0973-02-1)

November 18, 2002: The Commission gave general directions to the Executive Officer to proceed with comprehensive study and to report on timelines and work plan for review and direction of the Commission for the meeting of January 6, 2003.

January 6, 2003: The Commission gave directions to staff; requested the City Attorney's opinion on two issues; and to provide a progress report for review by the Commission for the meeting of February 3, 2003.

File No. 0973-02-1 (continued)

February 3, 2003:	The Commission gave directions to the staff that a special meeting be held after normal work hours in the last week of February or the first week of March, including notices to community groups; and requested a progress report at its next meeting of March 3, 2003.
Recommendation:	Open for discussion.

(27) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(28) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
MINUTES

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Regular Meeting
March 3, 2003

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:06 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present (not present for Items 23, 24, 25, 26, 27, and 28)
Commissioner Linda Richardson	Present (not present for Item 19)
Commissioner Rosabella Safont	Present

Commissioner Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of February 3, 2003 - 1:00 p.m. Closed Session

Action: Approve. (Vote of 5 to 0)

Regular Meeting of February 3, 2003

Action: Approve. (Vote of 5 to 0)

Special Meeting of February 21, 2003 - 1:30 p.m. Closed Session

Action: Approve. (Vote of 5 to 0)

Special Meeting of February 21, 2003 - 2:30 p.m. Open Session

Action: Approve. (Vote of 5 to 0)

ANNOUNCEMENTS

The Civil Service Commission Agendas and Minutes will be distributed to City employees via e-mail effective April 1, 2003. All other parties will continue to receive documents by U.S. Mail.

0055-03-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-02/03	Public Health	$1,800,000	Will provide space management and space planning, strategic and space accessibility planning reviews and analyses, and project-specific progress reports for a series of time sensitive projects for SFGH, LHH and associated health care facilities.	Regular	02/28/07

February 3, 2003: Postpone to the meeting of March 3, 2003.

Speakers: None.

Action: Off calendar at the request of the Department of Public Health. (Vote of 5 to 0)

0102-03-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4095-02/03	Port	$200,000	Will propose and implement methodologies, consistent with financial audit standards of practice, that the City may rely upon to document various Financial activities.	Regular	08/15/03
4096-02/03	Public Utilities Commission (Water)	$1,000,000	Will conduct a management and operations evaluation of all departments and bureaus within SFPUC to determine baseline performance and to identify significant opportunities where work practice enhancements and/or cost savings can be realized.	Regular	06/30/04
4097-02/03	Public Utilities Commission (Hetch Hetchy & Bureaus)	$400,000	Will prepare water treatment operation procedures, and other associated plans required by state regulations for the new chloramines facilities.	Regular	12/31/04
4098-02/03	Public Utilities Commission (Water)	$4,000,000	Will prepare a Conceptual Engineering Report for Calaveras Dam, and evaluate alternatives to repair the existing Calaveras Dam, or replace the dam with a dam of equal or enlarged storage capacity.	Regular	03/02/07
4099-02/03 *Over to 3/17/03*	Municipal Transportation Agency	$29,800,000	Will conduct Phase II of the Third Street Light Rail Transit Project, New Central Subway (NCS), consisting of a 1.75 mile extension of the Initial Operating Segment (IOS) north of King Street on Third and Fourth Streets.	Regular	02/28/08
4100-02/03	Sheriff's Office	$547,671	Will provide substance abuse treatment, relapse prevention, vocational counseling and related services to ex-offenders immediately following their release from the San Francisco jails.	Regular	09/29/05

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4101-02/03	Public Utilities Commission (Water)	Increase Amount $75,001 New Amount $125,000	Will provide management of the implementation of a developed move plan, coordinate between multiple City departments, and participate in the relocation of approximately 750 employees.	Regular	10/20/03

Speakers: None.

Action: Postpone PSC #4099-02/03 to the meeting of March 17, 2003 at the request of the Municipal Transportation Agency. Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0403-02-7 Determination of future employability: Disciplinary release from probationary appointment of Daniel Vigil, Deputy Sheriff I (Job Code 8302) Office of the Sheriff. (Item No. 7)

February 3, 2003: Postpone to the meeting of March 3, 2003 at the request of Daniel Vigil.

Speakers: None.

Action: Off calendar. (Vote of 5 to 0)

0902-02-7 Determination of future employability: Resignation of permanent civil service appointment of Joseph Bagares, Registered Nurse (Job Code 2320) Department of Public Health. (Item No. 8)

February 3, 2003: Postpone to the meeting of March 3, 2003 at the request of Civil Service Commission staff.

Speakers: None.

Action: Postpone to the meeting of April 7, 2003 at the request of Joseph Bagares. (Vote of 5 to 0)

0991-02-7 Appeal of Automatic Resignation of permanent civil service appointment of Richard Espinoza, Firefighter (Job Code H - 2) San Francisco Fire Department. (Item No. 9)

Speakers: None.

Action: Postpone to the meeting of April 7, 2003 at the request of Richard Espinoza. (Vote of 5 to 0)

0104-03-1 Request by the Human Resources Director to credit prior service of twenty (20) employees for seniority purposes. (Item No. 10)

Speakers:	None.
Action:	Postpone to the meeting of March 17, 2003 at the request of the Human Resources Director. (Vote of 5 to 0)

0090-03-3 Certification of the prevailing rate of wages for workers employed in public off-street parking lots, garages, or storage facilities for automobiles. (Item No. 11)

Speakers:	None.
Action:	Adopt report; Forward to the Board of Supervisors. (Vote of 5 to 0)

0486-02-4 Appeal by Jon Gray of the denial of request for reasonable accommodation and complaint of discrimination in the written exam for Firefighter (Job Code H - 2) San Francisco Fire Department. (Item No. 12)

Speakers:	None.
Action:	Postpone to the meeting of April 7, 2003 at the request of Jon Gray. (Vote of 5 to 0)

0807-02-4 Appeal by Michael Lund of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (Item No. 13)

November 18, 2002:	Grant the appeal by Michael Lund of the Executive Officer's decision to close file on his disqualification for Firefighter (Job Code H - 2).
January 6, 2003:	Postpone to the meeting of February 3, 2003 at the request of Sylvia Courtney, Attorney.
February 3, 2003:	Postpone to the meeting of March 3, 2003 at the request of Sylvia Courtney, Attorney for appellant.
Speakers:	Lorrie Kalos, Acting Deputy Chief SFFD Sylvia Courtney, Attorney for appellant Michael Lund, Appellant
Action:	Deny the appeal by Michael Lund. Sustain the recommendation of the San Francisco Fire Department and the Human Resources Director. (Vote of 3 to 2; Commissioners Casper and Gorrono dissent.)

0808-02-4 **Appeal by David Sweeney of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (Item No. 14)**

November 18, 2002: Grant the appeal by David Sweeney of the Executive Officer's decision to close file on his disqualification for Firefighter (Job Code H - 2).

January 6, 2003: Postpone to the meeting of February 3, 2003 at the request of Sylvia Courtney, Attorney.

February 3, 2003: Postpone to the meeting of March 3, 2003 at the request of Sylvia Courtney, Attorney for appellant.

Speakers: Sylvia Courtney, Attorney for appellant.

Action: Postpone to the next meeting when all Commissioners are present. The Commission stipulated that this would be the last continuance granted. (Vote of 5 to 0)

0986-02-4 **Appeal by John Flores of the background rejection for Firefighter (Job Code H - 2) San Francisco Fire Department. (Item No. 15)**

Speakers: None.

Action: Postpone to the meeting of April 7, 2003 at the request of John Flores. (Vote of 5 to 0)

0939-01-04 **Appeal by Arlene Eisen on the rejection of application for Safety Officer (Job Code 5177) Department of Public Health. (Item No. 16)**

February 3, 2003: Postpone to the meeting of March 3, 2003 at the request of Arlene Eisen.

Action: Deny the appeal by Arlene Eisen. Sustain the recommendation of the Department of Public Health and the Human Resources Director. (Vote of 5 to 0) Ms. Eisen failed to appear.

0103-03-8 **Response to the Civil Service Commission's request of the Public Utilities Commission for information on Personal Services Contract #4115-98/99. (Item No. 17)**

Speakers:	Wendy Iwata, Public Utilities Commission Karen Cubic, Public Utilities Commission Vitus Leung, IFPTE Local 21 Howard Fong, Public Utilities Commission
Action:	Requested Human Resources Director to provide additional information on hiring process; Directed the Executive Officer to draft directive for Civil Service Commission approval at the meeting of April 7, 2003; Department Heads to adhere to the scope of services approved by the Civil Service Commission and to inform affected employee organizations as required by the Civil Service Commission Procedures. (Vote of 5 to 0)

0858-02-7 **Request by Kenneth Johnson for reconsideration on Final Administrative Action and future employability as Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 18)**

February 3, 2003:	Postpone to the meeting of March 3, 2003 at the request of Kenneth Johnson.
Speakers:	None.
Action:	Postpone to the meeting of March 17, 2003 at the request of Kenneth Johnson. (Vote of 5 to 0)

0935-02-7 **Determination of future employability: Resignation with unsatisfactory service of permanent civil service appointment of Mark Holmes, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 19)**

February 3, 2003:	Postpone to the meeting of March 3, 2003 at the request of Civil Service Commission staff.
Speakers:	None.
Action:	Accept the resignation as certified. (Vote of 4 to 0; Commissioner Richardson not present for vote.) Mr. Holmes failed to appear.

0006-03-7 **Determination of future employability: Dismissal of permanent civil service appointment of Frederick D. Woods as Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 20)**

February 3, 2003: Postpone to the meeting of March 3, 2003 at the request of Civil Service Commission staff.

Speakers: Michael Casey, Municipal Transportation Agency
Jean Ellis-Jones, TWU Local 250-A
Frederick D. Woods, Appellant

Action: Remand to Municipal Transportation Agency to review its recommendation. (Vote of 3 to 2; Commissioners Richardson and Gorrono dissent.)

0105-03-1 **Report of exempt appointments under Charter Categories 10.104-16 through 10.104-18. (Item No. 21)**

Speakers: Marsha Stroope, Department of Human Resources

Action: Accept report; file. (Vote of 5 to 0)

0106-03-1 **Report of provisional appointments. (Item No. 22)**

Speakers: Marsha Stroope, Department of Human Resources
Criss Romero, IFPTE Local 21
Gebretsadik Woldeyesus, Provisional employee

Action: Accept report; file. (Vote of 5 to 0)

0111-03-1 **Annual Civil Service Commission Meeting Calendar - 2003. (Item No. 23)**

Speakers: Kate Favetti, Executive Officer

Action: Executive Officer to draft amended 2003 Calendar scheduling two meetings in September and December. (Vote of 4 to 0; Commissioner Pon not present for vote.)

0060-3-1 **Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco for FY 2003 - 2004 in accordance with Charter Section A8.409-1. (Item No. 24)**

February 3, 2003:	Accept report; Proceed with salary survey and report progress to the Commission.
Speakers:	Anita Sanchez, Assistant Executive Officer.
Action:	Accept report; Summarize completed survey and provide report to the Commission for the meeting of April 7, 2003. (Vote of 4 to 0; Commissioner Pon not present for vote.)

0117-03-1 **Update on Civil Service Commission Goals and Objectives for FY 2002 - 2003. (Item No. 25)**

Speakers:	Kate Favetti, Executive Officer
Action:	Accept report; File. (Vote of 4 to 0; Commissioner Pon not present for vote.)

0973-02-1 **Implementation of Proposition J - Board of Supervisors Salaries. (Item No. 26)**

November 18, 2002:	The Commission gave general directions to the Executive Officer to proceed with comprehensive study and to report on timelines and work plan for review and direction of the Commission for the meeting of January 6, 2003.
January 6, 2003:	The Commission gave directions to staff; requested the City Attorney's opinion on two issues; and to provide a progress report for review by the Commission for the meeting of February 3, 2003.
February 3, 2003:	The Commission gave directions to the staff that a special meeting be held after normal work hours in the last week of February or the first week of March, including notices to community groups; and requested a progress report at its next meeting of March 3, 2003.
Action:	The Commission gave directions to staff to continue to provide progress reports to the Commission. (Vote of 4 to 0; Commissioner Pon not present for vote)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(1) Vincent Harrington, Counsel for SEIU Local 790,
Timothy West, SEIU Local 790,
Susan Hildreth, City Librarian,
Josie Mooney, SEIU Local 790,
Carol Brennan, Library Page,
Elaine Tanzman, Library Page,
Katherine Bernard, Library Page,
Mary Sporer, Library Page,
LaWanna Preston, SEIU Local 790,
Andrea Grimes, Special Collections Librarian, and
Victoria Susoev, Library Technician II spoke on the San Francisco Library System - Library Page (Job Code 3602) Classification issues and requested the Commission to investigate the true civil service status of Library Page.

(2) The Executive Officer reported that Eric Greenlaw wished to address the Commission as a member of the public but was unable to stay. Mr. Greenlaw's written statement forwarded to the Civil Service Commissioners.

ADJOURNMENT

7:28 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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Agenda and Notice of Special Meeting – Open Session

Wednesday, March 12, 2003

5:30 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
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PLEASE NOTE LOCATION!!!

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ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Implementation of Proposition J – Board of Supervisors Salaries.
(File 0973-02-1)

Special Meeting to receive public comment from those who may not be able to attend the Regular Meetings of the Civil Service Commission.

November 18, 2002:	The Commission gave general directions to the Executive Officer to proceed with comprehensive study and to report on timelines and work plan for review and direction of the commission for the meeting of January 6, 2003.
January 6, 2003:	The Commission gave directions to staff; requested the City Attorney's opinion on two issues; and to provide a progress report for review by the Commission for the meeting of February 3, 2003.
February 3, 2003:	The Commission gave directions to the staff that a special meeting be held after normal work hours in the last week of February or the first week of March, including notices to community groups; and requested a progress report at its next meeting of March 3, 2003.
March 3, 2003:	The Commission gave directions to staff and to continue to provide to the Commissioners progress reports.
Recommendation:	Open for discussion.

IV. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 03/05/03

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Open Session

Wednesday, March 12, 2003
5:30 p.m.

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I. The Special Meeting convened at 5:45 p.m.

Present: Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Linda Richardson
Excused: Commissioner Adrienne Pon
Commissioner Rosabella Safont

Commissioner Casper presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Implementation of Proposition J – Board of Supervisors Salaries. (File 0973-02-1)

Special Meeting to receive public comment from those who may not be able to attend the Regular Meetings of the Civil Service Commission.

November 18, 2002:	The Commission gave general directions to the Executive Officer to proceed with comprehensive study and to report on timelines and work plan for review and direction of the commission for the meeting of January 6, 2003.
January 6, 2003:	The Commission gave directions to staff; requested the City Attorney's opinion on two issues; and to provide a progress report for review by the Commission for the meeting of February 3, 2003.
February 3, 2003:	The Commission gave directions to the staff that a special meeting be held after normal work hours in the last week of February or the first week of March, including notices to community groups; and requested a progress report at its next meeting of March 3, 2003.

March 3, 2003: The Commission gave directions to staff and to continue to provide to the Commissioners progress reports.

Yvette Gamble, Civil Service Commission staff reported on the progress of the data the Civil Service Commissioners has requested.

Jane Morrison noted that San Francisco has major impact in a population center of 6 million or more; that the San Francisco Board of Supervisors is responsible for both City functions as well as County functions - a complex form of government and large budget; and, urged the Civil Service Commission set a fair salary.

Mike De Nunzio stated that the Members, Board of Supervisors are conscientious, work very hard to serve the electorate and should be compensated comparably; but noted that in view of the current fiscal situation that now was not the time to be raising salaries.

Esther Marx commented that the Civil Service Commissioners should define full-time employment; that the voters of San Francisco have spoken and that the Commissioners comply with law; salaries set should be effective July 1, 2003 and that no outside employment should be allowed.

Agar Jaicks commented that the Board should reflect the diversity of San Francisco and that the effect of a low salary narrowed the field of those able to run for the Board.

Howard Epstein supported a salary raise; indicated that the pay should be commensurate with the responsibilities of the Board and allow the voters greater choice.

Chris Bowman indicated that the Civil Service Commissioners should also consider the cost of living in San Francisco.

Action: The Commission gave general direction to staff and to continue to provide to the Commissioners progress reports.

IV. Adjournment

6:58 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, March 17, 2003
1:00 p.m.

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I. The Special Meeting convened at 1:13 p.m.

Present: Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Linda Richardson
Commissioner Rosabella Safont
Excused: Commissioner Adrienne Pon

Commissioner Casper presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) – (ACTION ITEM)

Action: The Commission voted to conduct a closed session.
(Vote of 4 to 0)

Closed Session started at 1:16 p.m. in City Hall, Room 400 and the following were present:

Donald A. Casper, President, CSC
Morgan R. Gorrono, Vice President, CSC
Linda Richardson, Commissioner
Rosabella Safont, Commissioner
Diana Buchbinder, Municipal transportation Agency
Kate Favetti, Executive Officer, CSC
Lizzette Henríquez, Civil Service Commission
Candy Heurlin, Municipal Transportation Agency
Paul Zarefsky, Deputy City Attorney

A) CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT (DISCUSSION ITEM)
Significant exposure to litigation pursuant to California Government Code Section 54956.9 and
San Francisco Administrative Code Section 67.10(d) – one case
Threatened lawsuit by Michael McGowen regarding change of appointment as Maintenance Machinist (Job Code 7332) from permanent to provisional

Closed Session ended at 1:53 p.m.

IV. Reconvened in open session at 1:54 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 4 to 0).

V. Adjournment.

1:54 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Closed Session

Monday, March 17, 2003

1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) – (ACTION ITEM)

A) CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT (DISCUSSION ITEM)
Significant exposure to litigation pursuant to California Government Code Section 54956.9 and
San Francisco Administrative Code Section 67.10(d) – one case
Threatened lawsuit by Michael McGowen regarding change of appointment as Maintenance Machinist (Job Code 7332) from permanent to provisional

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

Recommendation: Approve.

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 3/12/03

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

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E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

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All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
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3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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AGENDA

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Regular Meeting
of
March 17, 2003

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

COMMISSIONER'S OLD BUSINESS

REGULAR AGENDA

SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 17, 2003
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of March 3, 2003 – 1:00 p.m. Closed Session

Recommendation: Approve.

Regular Meeting of March 3, 2003

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0102-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4099-02/03	Municipal Transportation Agency	$29,800,000	Will conduct Phase II of the Third Street Light Rail Transit Project, New Central Subway (NCS), consisting of a 1.75 mile extension of the Initial Operating Segment (IOS) north of King Street on Third and Fourth Streets.	Regular	02/28/08

March 3, 2003: Postpone to the meeting of March 17, 2003 at the request of the Municipal Transportation Agency.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0144-03-8) – Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4102-02/03	Building Inspection	$300,000	Will provide education, counseling, mentoring and mediation regarding the code enforcement outreach program to non-profit/private agencies, property owners and tenants.	Regular	06/30/03
4103-02/03	Mayor's-Business & Economic Development-TI	$541,500	Will continue oversight and monitoring of Navy's Treasure Island Remediation Program and support for Early Transfer. This requires securing a consultant and negotiating a guaranteed fixed price environmental engineering and remediation contract.	Regular	12/31/04
4104-02/03	Municipal Transportation Agency	$225,000	Will provide a work site based Employee Assistance Program that includes clinical supervision of three "peer assistants" and "trauma response" program for employees involved in on-the-job incidents, such as serious vehicle accidents.	Regular	06/30/04
4105-02/03	Police	$92,000	Will oversee the job analysis, examination development, scoring process, and analysis of the results of the Q – 60 Police Lieutenant examination. Will defend the examination development process and test results in a court of law, if necessary.	Regular	06/30/06

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4106-02/03	Police	$996,676	Will provide remote/mobile fingerprint identification devices and install network connections between mobile devices and existing Fingerprint Identification System (AFIS).	Regular	07/01/04

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) **Municipal Transportation Agency's Report of provisional appointments. (File No. 0145-03-1) – Action Item**

Recommendation: Accept report.

(8) **Request by the Human Resources Director to credit prior service of twenty (20) employees for seniority purposes. (File No. 0104-03-1) – Action Item**

March 3, 2003: Postpone to the meeting of March 17, 2003 at the request of the Human Resources Director.

Recommendation of the Human Resources Director: Approve the request to credit prior service of current employees for the periods from their original permanent employment start work dates; Authorize the Human Resources Director to take administrative action to implement the intent of this Commission action to credit prior service and adjust employee and Department of Human Resources records accordingly; Notify the affected employees, employee organizations, the Human Resources Director and the Controller.

COMMISSIONER'S OLD BUSINESS

(9) Implementation of Proposition J – Board of Supervisors Salaries. (File No. 0973-02-1)

November 18, 2002:	The Commission gave general directions to the Executive Officer to proceed with comprehensive study and to report on timelines and work plan for review and direction of the Commission for the meeting of January 6, 2003.
January 6, 2003:	The Commission gave directions to staff; requested the City Attorney's opinion on two issues; and to provide a progress report for review by the Commission for the meeting of February 3, 2003.
February 3, 2003:	The Commission gave directions to the staff that a special meeting be held after normal work hours in the last week of February or the first week of March, including notices to community groups; and requested a progress report at its next meeting of March 3, 2003.
March 3, 2003:	The Commission gave directions to staff to continue to provide progress reports to the Commission.
Recommendation:	Open for discussion.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(10) Appeal by J. Eric Greenlaw of the Human Resources Director's decision on his complaint of discrimination. (File No. 0019-03-6) – Action Item

Recommendation of the Human Resources Director:	Adopt report. Sustain the decision of the Human Resources Director. Deny the appeal by J. Eric Greenlaw.

(11) Appeal by Joe Poole of the Human Resources Director's decision on his complaint of discrimination. (File No. 1059-02-06) – Action Item.

Recommendation of the Human Resources Director:	Adopt report. Sustain the decision of the Human Resources Director. Deny the appeal by Joe Poole.

(12) Appeal by Fred Weiner of the decision of the Human Resources Director to cancel the Program Manager II (Job Code 5133) eligible list (#CPE-4 & List ID#51115). (File No. 0927-02-4) - Action Item

Recommendation of the Human Resources Director: Deny the appeal of the Human Resources Director to cancel the Program Manager II (Job Code 5133) eligible list (#CPE-4 & List ID#51115).

(13) Appeal by Michael McGowan of the decision to rescind his permanent civil service appointment and to appoint him provisional. (File No. 1049-02-1) - Action Item

Recommendation of the Director of Transportation: Resolve appeal by adopting the staff report and: 1) Direct the Municipal Transportation Agency to conduct an expedited examination process for 7332 Maintenance Machinist, limited to the appellant, Michael McGowan; 2) Direct that, upon adoption and certification of the eligible list resulting from this process, prior service of Mr. McGowan be credited from his start work date of July 23, 2001 to his new certification date; 3) Authorize the Director of Transportation to take administrative action to implement the intent of these Commission actions and adjust records accordingly, and; 4) Notify affected employee, employee organization, the Director of Transportation, the Human Resources Director and the Controller.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION – APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(14) Request by Kenneth Johnson for reconsideration on Final Administrative Action and future employability as Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0858-02-7) – Action Item

February 3, 2003: Postpone to the meeting of March 3, 2003 at the request of Kenneth Johnson.

Recommendation of the Director of Transportation: Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

(15) **Appeal by Robert Fleeup of the recommended restrictions on future employment with the City and County of San Francisco. (File No. 0983-02-7) – Action Item**

Recommendation of the SFFD the Human Resources Director:	No future employment with the San Francisco Fire Department; No future employment with the City and County of San Francisco.

(16) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(17) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES
Regular Meeting
March 17, 2003

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:06 p.m.

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ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Excused
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Barbara Thomson, representative for Eric Greenlaw requested that Item #10 be heard out of order. Dorothy Yee, Department of Human Resources requested the item not be heard out of order. The Commission voted to hear the item in order of the calendar. (Vote of 4 to 0)

APPROVAL OF MINUTES

Special Meeting of March 3, 2003 – 1:00 p.m. Closed Session

Action: Approve. (Vote of 4 to 0)

Regular Meeting of March 3, 2003

Action: Approve. (Vote of 4 to 0)

ANNOUNCEMENTS

The Civil Service Commission Agendas and Minutes will be distributed to City employees via e-mail effective April 1, 2003. All other parties will continue to receive documents by U.S. Mail. Departments should contact the Civil Service Commission staff regarding any changes in mailing lists or departmental contacts.

0102-03-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4099-02/03	Municipal Transportation Agency	$5,000,000 *Amended*	Will conduct Phase II of the Third Street Light Rail Transit Project, New Central Subway (NCS), consisting of a 1.75 mile extension of the Initial Operating Segment (IOS) north of King Street on Third and Fourth Streets.	Regular	02/28/08

March 3, 2003: Postpone to the meeting of March 17, 2003 at the request of the Municipal Transportation Agency.

Speakers: Vince Harris, Deputy General Manager, Construction-MTA
Vitus Leung, IFPTE Local 21

Action: Amend contract amount. Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0144-03-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4102-02/03	Building Inspection	$300,000	Will provide education, counseling, mentoring and mediation regarding the code enforcement outreach program to non-profit/private agencies, property owners and tenants.	Regular	06/30/03
4103-02/03 *Over to 4/7/03*	Mayor's-Business & Economic Development-TI	$541,500	Will continue oversight and monitoring of Navy's Treasure Island Remediation Program and support for Early Transfer. This requires securing a consultant and negotiating a guaranteed fixed price environmental engineering and remediation contract.	Regular	12/31/04
4104-02/03	Municipal Transportation Agency	$225,000	Will provide a work site based Employee Assistance Program that includes clinical supervision of three "peer assistants" and "trauma response" program for employees involved in on-the-job incidents, such as serious vehicle accidents.	Regular	06/30/04
4105-02/03	Police	$92,000	Will oversee the job analysis, examination development, scoring process, and analysis of the results of the Q – 60 Police Lieutenant examination. Will defend the examination development process and test results in a court of law, if necessary.	Regular	06/30/06
4106-02/03	Police	$996,676	Will provide remote/mobile fingerprint identification devices and install network connections between mobile devices and existing Fingerprint Identification System (AFIS).	Regular	07/01/04

Speakers: Rosemary Bosque and James Sanbonmatsu, Department of Building Inspection spoke on PSC #4102-02/03.
Jeff Gary, Municipal Transportation Agency and Criss Romero, IFPTE Local 21 spoke on PSC #4104-02/03.
Terry Brady, San Francisco Police Department spoke on PSC #4105-02/03.

Action: Postpone PSC #4103-02/03 to the meeting of April 7, 2003; Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0145-03-1 Municipal Transportation Agency's Report of provisional appointments. (Item No. 7)

Action: Accept report. (Vote of 4 to 0)

0104-03-1 Request by the Human Resources Director to credit prior service of twenty (20) employees for seniority purposes. (Item No. 8)

March 3, 2003: Postpone to the meeting of March 17, 2003 at the request of the Human Resources Director.

Speakers: None.

Action: Approve the request to credit prior service of current employees for the periods from their original permanent employment start work dates; Authorize the Human Resources Director to take administrative action to implement the intent of this Commission action to credit prior service and adjust employee and Department of Human Resources records accordingly; Notify the affected employees, employee organizations, the Human Resources Director and the Controller. (Vote of 4 to 0)

0973-02-1 Implementation of Proposition J – Board of Supervisors Salaries. (Item No. 9)

November 18, 2002: The Commission gave general directions to the Executive Officer to proceed with comprehensive study and to report on timelines and work plan for review and direction of the Commission for the meeting of January 6, 2003.

January 6, 2003: The Commission gave directions to staff; requested the City Attorney's opinion on two issues; and to provide a progress report for review by the Commission for the meeting of February 3, 2003.

February 3, 2003: The Commission gave directions to the staff that a special meeting be held after normal work hours in the last week of February or the first week of March, including notices to community groups; and requested a progress report at its next meeting of March 3, 2003.

March 3, 2003: The Commission gave directions to staff to continue to provide progress reports to the Commission.

Speakers: Yvette Gamble, Civil Service Commission

Action: The Commission gave directions to staff to continue to provide progress reports to the Commission. (Vote of 4 to 0)

0019-03-6 Appeal by J. Eric Greenlaw of the Human Resources Director's determination on his sexual harassment complaint. (Item No. 10)

Speakers:
Dorothy Yee, Department of Human Resources
Robert Wagner, Attorney for appellant
Barbara Thomson, Representative for appellant
Terry Daniel, Recreation and Park Department
Anthony Smith, Recreation and Park Department
Eric Greenlaw, Appellant

Action: Vote to declare appeal timely. (Vote of 4 to 0)

Adopt report. Sustain the decision of the Human Resources Director. Deny the appeal by J. Eric Greenlaw. (Vote of 4 to 0)

1059-02-06 Appeal by Joe Poole of the Human Resources Director's decision on his complaint of discrimination. (Item No. 11)

Speakers: None.

Action: Postpone to the meeting of April 7, 2003 at the request of Jerry Cimmet, Attorney for Mr. Poole. (Vote of 4 to 0)

0927-02-4 Appeal by Fred Weiner of the decision of the Human Resources Director to cancel the Program Manager II (Job Code 5133) eligible list (#CPE-4 & List ID#51115). (Item No. 12)

Speakers: None.

Action: Postpone to the meeting of April 7, 2003 at the request of Municipal Executives' Association. (Vote of 4 to 0)

1049-02-1 Appeal by Michael McGowan of the decision to rescind his permanent civil service appointment and to appoint him provisional. (Item No. 13)

Speakers:
Diana Buchbinder, Municipal Transportation Agency
Gregory A. Brubecker, Attorney
John Moran, Machinist Local 1414
Paul Zarefsky, Deputy City Attorney

Action: Resolve appeal by adopting the staff report and: 1) Direct the Municipal Transportation Agency to conduct an expedited examination process for 7332 Maintenance Machinist, limited to the appellant, Michael McGowan; 2) Direct that, upon adoption and certification of the eligible list resulting from this process, prior service of Mr. McGowan be credited from his start work date of July 23, 2001 to his new certification date; 3) Authorize the Director of Transportation to take administrative action to implement the intent of these Commission actions and adjust records accordingly; 4) Directed that previous successful completion of probationary period be accepted and that new probationary period not be required, and; 5) Notify affected employee, employee organization, the Director of Transportation, the Human Resources Director and the Controller. (Vote of 4 to 0)

0858-02-7	**Request by Kenneth Johnson for reconsideration on Final Administrative Action and future employability as Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 14)**

February 3, 2003:	Postpone to the meeting of March 3, 2003 at the request of Kenneth Johnson.
Speakers:	None.
Action:	Postpone to the meeting of April 7, 2003 at the request of TWU Local 250-A. The Commission stipulated that this would be the last continuance granted. (Vote of 4 to 0)

0983-02-7	**Appeal by Robert Fleeup of the recommended restrictions on future employment with the City and County of San Francisco. (Item No. 15)**

Speakers:	None.
Action:	No future employment with the San Francisco Fire Department; No future employment with the City and County of San Francisco. (Vote of 4 to 0) Mr. Fleeup failed to appear.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

5:06 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Closed Session

Friday, March 28, 2003

9:00 a.m.

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Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
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PLEASE NOTE LOCATION!!!

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation. (ACTION ITEM)

A) CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT (DISCUSSION ITEM)
California Government Code Section 54956.9
San Francisco Administrative Code Section 67.10(d)
Threatened lawsuit by Fire Fighters, Local 798
On changes to Rule 313 - Certification of Eligibles
Adopted by the Civil Service Commission at its
Special Meeting February 21, 2003

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12a) (ACTION ITEM)

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 3/24/03

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

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E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

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H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

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Information on Disability Access

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Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Friday, March 28, 2003
9:00 a.m.

I. The Special Meeting convened at 9:14 a.m.

Present: Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Linda Richardson
Commissioner Rosabella Safont
Commissioner Adrienne Pon

Commissioner Casper presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation. (ACTION ITEM)

Action: The Commission voted to conduct a closed session.
(Vote of 5 to 0)

Closed Session started at 9:17 a.m. in City Hall, Room 400 and the following were present:

Donald A. Casper, President, CSC
Morgan R. Gorrono, Vice President, CSC
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
Rosabella Safont, Commissioner
Kate Favetti, Executive Officer, CSC
Andrea Gourdine, Human Resources Director
Lizzette Henríquez, Civil Service Commission
Linda Ross, Chief Labor Attorney
Paul Zarefsky, Deputy City Attorney

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A) CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT (DISCUSSION ITEM)
California Government Code Section 54956.9
San Francisco Administrative Code Section 67.10(d)
Threatened lawsuit by Fire Fighters, Local 798
On changes to Rule 313 - Certification of Eligibles
Adopted by the Civil Service Commission at its
Special Meeting February 21, 2003

Closed Session ended at 10:57 a.m.

IV. Reconvened in open session at 10:58 a.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12a) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 5 to 0).

V. Adjournment.

10:58 a.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Closed Session

Friday, April 7, 2003

1:00 p.m.

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1 Dr. Carlton B. Goodlett Place
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I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation. (ACTION ITEM)

A) CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT (DISCUSSION ITEM)
California Government Code Section 54956.9 (b)
San Francisco Administrative Code Section 67.10(d)
Significant exposure to litigation: One Case
Jurisdiction of the Civil Service Commission over Personal Services Contracts let by the San Francisco Unified School District

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12a) (ACTION ITEM)

V. Adjournment.

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Posted 04/01/03

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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PRESIDENT

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LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Friday, April 7, 2003
1:00 p.m.

I. The Special Meeting was called to order at 1:15 p.m.

Present:
Commissioner Donald A. Casper
Commissioner Adrienne Pon
Commissioner Linda Richardson (not present for Items I & II, arrived at 1:24 p.m. at item III)
Commissioner Rosabella Safont

Excused:
Commissioner Morgan R. Gorrono

Commissioner Casper presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation. (ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 3 to 0; Commissioner Richardson not present for vote)

Closed Session started at 1:17 p.m. in City Hall, Room 400 and the following were present:

Donald A. Casper, President, CSC
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
Rosabella Safont, Commissioner
Vicki Clayton, Deputy City Attorney
Kate Favetti, Executive Officer, CSC
Lizzette Henríquez, Civil Service Commission
Anita Sanchez, Assistant Executive Officer
Paul Zarefsky, Deputy City Attorney

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A) CONFERENCE WITH LEGAL COUNSEL –

ANTICIPATED LITIGATION – AS DEFENDANT (DISCUSSION ITEM)
California Government Code Section 54956.9 (b)
San Francisco Administrative Code Section 67.10(d)
Significant exposure to litigation: One Case
Jurisdiction of the Civil Service Commission over Personal
Services Contracts let by the San Francisco Unified School District

Closed Session ended at 1:59 p.m.

IV. Reconvened in open session at 2:00 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12a) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 4 to 0).

V. Adjournment.

2:01 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
April 7, 2003

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

COMMISSIONER'S OLD BUSINESS

REGULAR AGENDA

SEPARATIONS AGENDA

COMMISSIONERS' NEW BUSINESS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 ½-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

H. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

I. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

J. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 – 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 7, 2003
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of March 12, 2003 – 5:30 p.m. Open Session

Recommendation: Approve.

Special Meeting of March 17, 2003 – 1:00 p.m. Closed Session

Recommendation: Approve.

Regular Meeting of March 17, 2003

Recommendation: Approve.

Special Meeting of March 28, 2003 – 9:00 a.m. Closed Session

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0144-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4103-02/03	Mayor's-Business & Economic Development-TI	$541,500	Will continue oversight and monitoring of Navy's Treasure Island Remediation Program and support for Early Transfer. This requires securing a consultant and negotiating a guaranteed fixed price environmental engineering and remediation contract.	Regular	12/31/04

March 17, 2003: Postpone to the meeting of April 7, 2003 at the request of the Eila Arbuckle.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0218-03-8) – Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4107-02/03	Arts Commission	$600,000	Will design, fabricate, and install new works of art in conjunction with the Recreation and Park Department capital improvement program for parks and facilities throughout the city.	Regular	12/31/06
4108-02/03	Public Works	$2,500,000	Will perform as-needed general consulting and planning, GIS application development and data integration, database management and data conversion, surveying and aerial photography, and GIS mapping analysis and cartographic map production.	Regular	05/01/06
4109-02/03	Children, Youth & Families	$57,000	Will continue the citywide gang assessment process as initiated under the previous contractual agreement with the Office of Juvenile Justice and Delinquency Prevention and complete the Gang-Free Communities Assessment Report and Implementation Plan.	Regular	03/01/04

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4110-02/03	Tele-communication & Information Services	$56,853	Will perform as needed emergency work and document all work and test results; and provide training to City personnel involved in the maintenance and repair of the fiberoptic network supporting E911.	Regular	09/30/06
4111-02/03	Mayor's Office on Disability	$569,700	Will prepare Americans with Disabilities Act Self-Evaluation and Transition Plan and review all City programs and the policies and practices that govern them to determine if they are accessible.	Regular	06/30/03
4112-02/03	Controller	$340,000	Will provide on-line payroll services and convert on-line and automated phone information systems to enable employees to access payroll statements and payroll information through a website or phone.	Regular	06/30/06
4113-02/03	Human Rights Commission	$75,000	Will design and conduct three statistical/economic studies analyzing race and gender discrimination in contracting in the San Francisco Primary Metropolitan Statistical Area (PMSA), and testify their findings before the Board of Supervisors.	Regular	06/30/03

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by Jon Gray of the denial of request for reasonable accommodation and complaint of discrimination in the written exam for Firefighter (Job Code H – 2), San Francisco Fire Department. (File No. 0486-02-4) – Action Item

March 3, 2003: Postpone to the meeting of April 7, 2003 at the request of Jon Gray.

Recommendation: Approve the request by Jon Gray to withdraw his appeal.

COMMISSIONER'S OLD BUSINESS

(8) Implementation of Proposition J – Board of Supervisors Salaries. (File No. 0973-02-1)

November 18, 2002:	The Commission gave general directions to the Executive Officer to proceed with comprehensive study and to report on timelines and work plan for review and direction of the Commission for the meeting of January 6, 2003.
January 6, 2003:	The Commission gave directions to staff; requested the City Attorney's opinion on two issues; and to provide a progress report for review by the Commission for the meeting of February 3, 2003.
February 3, 2003:	The Commission gave directions to the staff that a special meeting be held after normal work hours in the last week of February or the first week of March, including notices to community groups; and requested a progress report at its next meeting of March 3, 2003.
March 3, 2003:	The Commission gave directions to staff to continue to provide progress reports to the Commission.
March 12, 2003:	Public comment on the implementation of Prop J.
March 17, 2003:	The Commission gave directions to staff to continue to provide progress reports to the Commission.
Recommendation:	Open for discussion.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Appeal by Joe Poole of the Human Resources Director's decision on his complaint of discrimination. (File No. 1059-02-06) – Action Item.

March 17, 2003:	Postpone to the meeting of April 7, 2003 at the request of Jerry Cimmet, Attorney for Mr. Poole.
Recommendation of the Human Resources Director:	Adopt report. Sustain the decision of the Human Resources Director. Deny the appeal by Joe Poole.

(10) **Appeal by Fred Weiner of the decision of the Human Resources Director to cancel the Program Manager II (Job Code 5133) eligible list (#CPE-4 & List ID#51115). (File No. 0927-02-4) - Action Item**

March 17, 2003:	Postpone to the meeting of April 7, 2003 at the request of Ed Lieberman, Municipal Executives' Association.
Recommendation of the Human Resources Director:	Deny the appeal of the Human Resources Director to cancel the Program Manager II (Job Code 5133) eligible list (#CPE-4 & List ID#51115).

(11) **Appeal by John Flores of background rejection for Firefighter (Job Code H – 2), San Francisco Fire Department. (File No. 0986-02-4) - Action Item**

March 3, 2003:	Postpone to the meeting of April 7, 2003 at the request of John Flores.
Recommendation of the SFFD & the Human Resources Director:	Deny the appeal by John Flores. Sustain the recommendation of the San Francisco Fire Department and the Human Resources Director.

(12) **Appeal by Claudia Fabiani of background rejection for Deputy Probation Officer (Job Code 8444), Adult Probation Department. (File No. 0038-02-4) - Action Item**

Recommendation of the Adult Probation Department & the Human Resources Director:	Deny the appeal by Claudia Fabiani. Sustain the recommendation of the Adult Probation Department and the Human Resources Director to reject Claudia Fabiani as Deputy Probation Officer (Job Code 8444).

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION – APPELLANTS APPEARING ON THE SEPARATIONS AGENDA
As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(13) **Request by Kenneth Johnson for reconsideration on Final Administrative Action and future employability as Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0858-02-7) – Action Item**

February 3, 2003:	Postpone to the meeting of March 3, 2003 at the request of Kenneth Johnson.
March 17, 2003:	Postpone to the meeting of April 7, 2003 at the request of TWU Local 250-A. The Commission stipulated that this would be the last continuance granted.
Recommendation of the Director of Transportation:	Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

(14) **Determination of future employability: Resignation of permanent civil service appointment of Joseph Bagares, Registered Nurse (Job Code 2320) Department of Public Health. (File No. 0902-02-7) - Action Item**

February 3, 2003:	Postpone to the meeting of March 3, 2003 at the request of Civil Service Commission staff.
March 3, 2003:	Postpone to the meeting of April 7, 2003 at the request of Joseph Bagares.
Recommendation:	Accept the resignation as certified; Cancel all current examination and eligibility status; No future employment with the Department of Public Health.

(15) **Appeal of Automatic Resignation of permanent civil service appointment of Richard Espinoza, Firefighter (Job Code H - 2) San Francisco Fire Department. (File No. 0991-02-7) - Action Item**

March 3, 2003:	Postpone to the meeting of April 7, 2003 at the request of Richard Espinoza.
Recommendation of SFFD & the Human Resources Director:	Deny the appeal by Richard Espinoza. Sustain the decision of the San Francisco Fire Department and the Human Resources Director to record an automatic resignation for Richard Espinoza as a Firefighter (Job Code H – 2).

(16) **Determination of future employability: Dismissal of permanent civil service appointment of Frederick D. Woods as Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0006-03-7) - Action Item**

February 3, 2003:	Postpone to the meeting of March 3, 2003 at the request of Civil Service Commission staff.
March 3, 2003:	Remand to Municipal Transportation Agency to review its recommendation.
Recommendation of the Director of Transportation:	Cancel any current examination and eligibility status in Class 9163; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County of San Francisco service; No future employment with the Municipal Transportation Agency that requires a Class B-P Drivers License.

HUMAN RESOURCES DIRECTOR'S REPORT

(17) **Report of exempt appointments under Charter Categories 10.104-16 through 10.104-18. (File No. 0219-03-1)**

Recommendation:	Accept report; file.

(18) **Report of Charter Exempt positions under Charter Section 10.104-1 through 10.104-12, and Request for Approval of one new Exempt Position in Category 8. (File No. 0220-03-1)**

Recommendation:	Approve the use of exempt Category 8 for one 1452 Executive Secretary II position in the Animal Care and Control Department; Accept and file the report on Exempt Appointments under Charter Section 10.104-1 through 10.104-12.

COMMISSIONERS' NEW BUSINESS

(19) **Review of San Francisco Library System - Library Page (Job Code 3602) Classification issues. (File No. 0221-03-2) - Action Item**

March 3, 2003: Various concerned parties requested to speak on the San Francisco Library System - Library Page (Job Code 3602) Classification issues and requested that the Commission investigate status.

Recommendation: Open for discussion.

(20) **Review of Pending Appeals Log as of March 31, 2003. (File No. 0222-03-1)**

Recommendation: Open for discussion.

EXECUTIVE OFFICER'S REPORT

(21) **Response to the Civil Service Commission's request of the Public Utilities Commission for information on Personal Services Contract #4115-98/99. (File No. 0103-03-8) - Action Item**

March 3, 2003: Requested Human Resources Director to provide additional information on hiring process; Directed the Executive Officer to draft directive for Civil Service Commission approval at the meeting of April 7, 2003; Department Heads to adhere to the scope of services approved by the Civil Service Commission and to inform affected employee organizations as required by the Civil Service Commission Procedures.

Recommendation: Open for discussion.

(22) **Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco for FY 2003 - 2004 in accordance with Charter Section A8.409-1. (File No. 0060-3-1)**

February 3, 2003: Accept report; Proceed with salary survey and report progress to the Commission.

March 3, 2003: Accept report; Summarize completed survey and provide report to the Commission for the meeting of April 7, 2003.

Recommendation: Open for discussion.

(23) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(24) **ADJOURNMENT**

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES
Regular Meeting
April 7, 2003

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:08 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Excused
Commissioner Adrienne Pon	Present
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Judith Beck, Victoria Susoef , Tim West, SEIU Local 790, and LaWanna Preston, SEIU Local 790 spoke on Temporary Exempt employment at San Francisco Public Library.

Richard Espinoza requested a continuance to the meeting of May 5, 2003.
Assistant Deputy Chief Lorrie Kalos, San Francisco Fire Department opposed the continuance. The Commission granted the request for a continuance (Vote of 4 to 0).

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APPROVAL OF MINUTES

Special Meeting of March 12, 2003 – 5:30 p.m. Open Session

Action: Approve. (Vote of 4 to 0)

Special Meeting of March 17, 2003 – 1:00 p.m. Closed Session

Action: Approve. (Vote of 4 to 0)

Regular Meeting of March 17, 2003

Action: Approve. (Vote of 4 to 0)

Special Meeting of March 28, 2003 – 9:00 a.m. Closed Session

Action: Approve. (Vote of 4 to 0)

0144-03-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4103-02/03	Mayor's-Business & Economic Development-TI	$541,500	Will continue oversight and monitoring of Navy's Treasure Island Remediation Program and support for Early Transfer. This requires securing a consultant and negotiating a guaranteed fixed price environmental engineering and remediation contract.	Regular	12/31/04

March 17, 2003: Postpone to the meeting of April 7, 2003 at the request of the Eila Arbuckle.

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0218-03-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4107-02/03	Arts Commission	$600,000	Will design, fabricate, and install new works of art in conjunction with the Recreation and Park Department capital improvement program for parks and facilities throughout the city.	Regular	12/31/06

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4108-02/03 *Over to 4/21/03*	Public Works	$2,500,000	Will perform as-needed general consulting and planning, GIS application development and data integration, database management and data conversion, surveying and aerial photography, and GIS mapping analysis and cartographic map production.	Regular	05/01/06
4109-02/03	Children, Youth & Families	$57,000	Will continue the citywide gang assessment process as initiated under the previous contractual agreement with the Office of Juvenile Justice and Delinquency Prevention and complete the Gang-Free Communities Assessment Report and Implementation Plan.	Regular	03/01/04
4110-02/03	Tele-communication & Information Services	$56,853	Will perform as needed emergency work and document all work and test results; and provide training to City personnel involved in the maintenance and repair of the fiberoptic network supporting E911.	Regular	09/30/06
4111-02/03	Mayor's Office on Disability	$569,700	Will prepare Americans with Disabilities Act Self-Evaluation and Transition Plan and review all City programs and the policies and practices that govern them to determine if they are accessible.	Regular	06/30/03
4112-02/03	Controller	$340,000	Will provide on-line payroll services and convert on-line and automated phone information systems to enable employees to access payroll statements and payroll information through a website or phone.	Regular	06/30/06
4113-02/03	Human Rights Commission	$75,000	Will design and conduct three statistical/economic studies analyzing race and gender discrimination in contracting in the San Francisco Primary Metropolitan Statistical Area (PMSA), and testify their findings before the Board of Supervisors.	Regular	06/30/03

Speakers: David Mauroff, Mayor's Office of Children, Youth & Families spoke on PSC #4109-02/03.

Action: Postpone PSC #4108-02/03 to the meeting of April 21, 2003 at the request of the Department of Public Works; Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0486-02-4 Appeal by Jon Gray of the denial of request for reasonable accommodation and complaint of discrimination in the written exam for Firefighter (Job Code H – 2), San Francisco Fire Department. (Item No. 7)

March 3, 2003: Postpone to the meeting of April 7, 2003 at the request of Jon Gray.

Speakers: None.

Action: Approve request by Jon Gray to withdraw his appeal. (Vote of 4 to 0).

0973-02-1 Implementation of Proposition J – Board of Supervisors Salaries. (Item No. 8)

November 18, 2002:	The Commission gave general directions to the Executive Officer to proceed with comprehensive study and to report on timelines and work plan for review and direction of the Commission for the meeting of January 6, 2003.
January 6, 2003:	The Commission gave directions to staff; requested the City Attorney's opinion on two issues; and to provide a progress report for review by the Commission for the meeting of February 3, 2003.
February 3, 2003:	The Commission gave directions to the staff that a special meeting be held after normal work hours in the last week of February or the first week of March, including notices to community groups; and requested a progress report at its next meeting of March 3, 2003.
March 3, 2003:	The Commission gave directions to staff to continue to provide progress reports to the Commission.
March 12, 2003:	Public comment on the implementation of Prop J.
March 17, 2003:	The Commission gave directions to staff to continue to provide progress reports to the Commission.
Speakers:	Yvette Gamble, Civil Service Commission
Action:	Directed Executive Officer to schedule a Special Meeting on May 5, 2003 or before May 19, 2003 where all five Commissioners are present. (Vote of 4 to 0)

1059-02-06 Appeal by Joe Poole of the Human Resources Director's decision on his complaint of discrimination. (Item No. 9).

March 17, 2003:	Postpone to the meeting of April 7, 2003 at the request of Jerry Cimmet, Attorney for Mr. Poole.
Speakers:	None.
Action:	Postpone to the meeting of April 21, 2003 at the request of Jerry Cimmet, Attorney for Mr. Poole. The Commission stipulated that this would be the last continuance granted. (Vote of 4 to 0)

0927-02-4 **Appeal by Fred Weiner of the decision of the Human Resources Director to cancel the Program Manager II (Job Code 5133) eligible list (#CPE-4 & List ID#51115). (Item No. 10)**

March 17, 2003: Postpone to the meeting of April 7, 2003 at the request of Ed Lieberman, Municipal Executives' Association.

Speakers: None.

Action: Approve request by Fred Weiner to withdraw appeal. (Vote of 4 to 0)

0986-02-4 **Appeal by John Flores of background rejection for Firefighter (Job Code H – 2), San Francisco Fire Department. (Item No. 11)**

March 3, 2003: Postpone to the meeting of April 7, 2003 at the request of John Flores.

Speakers: Assistant Deputy Chief Lorrie Kalos, San Francisco Fire Department
Barbara Thomson, Representative for John Flores
John Flores, Appellant

Action: Grant the appeal by John Flores. (Vote of 4 to 0)

0038-02-4 **Appeal by Claudia Fabiani of background rejection for Deputy Probation Officer (Job Code 8444), Adult Probation Department. (Item No. 12)**

Speakers: Dee Williams, Adult Probation Department
Claudia Fabiani, Appellant

Action: Deny the appeal by Claudia Fabiani (Vote of 2 to 2; Commissioners Casper and Richardson dissent.) The item is postponed to the meeting of May 19, 2003 or when all five Commissioners are present.

0858-02-7 **Request by Kenneth Johnson for reconsideration on Final Administrative Action and future employability as Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 13)**

February 3, 2003: Postpone to the meeting of March 3, 2003 at the request of Kenneth Johnson.

March 17, 2003: Postpone to the meeting of April 7, 2003 at the request of TWU Local 250-A. The Commission stipulated that this would be the last continuance granted.

0858-02-7 (continued)

Speakers:	None.
Action:	Off calendar. (Vote of 4 to 0)

0902-02-7 Determination of future employability: Resignation of permanent civil service appointment of Joseph Bagares, Registered Nurse (Job Code 2320) Department of Public Health. (Item No. 14)

February 3, 2003:	Postpone to the meeting of March 3, 2003 at the request of Civil Service Commission staff.
March 3, 2003:	Postpone to the meeting of April 7, 2003 at the request of Joseph Bagares.
Speakers:	James Peavey, Department of Public Health Joseph Bagares, Appellant Jackie Clark, Department of Public Health-Jail Services
Action:	Accept the resignation as certified; No future employment with the Department of Public Health. (Vote of 4 to 0)

0991-02-7 Appeal of Automatic Resignation of permanent civil service appointment of Richard Espinoza, Firefighter (Job Code H - 2) San Francisco Fire Department. (Item No. 15)

March 3, 2003:	Postpone to the meeting of April 7, 2003 at the request of Richard Espinoza.
Speakers:	Richard Espinoza, Appellant Assistant Deputy Chief Lorrie Kalos, San Francisco Fire Department
Action:	Postpone to the meeting of May 5, 2003 at the request of Richard Espinoza. The Commission stipulated that this would be the last continuance granted. (Vote of 4 to 0)

0006-03-7 Determination of future employability: Dismissal of permanent civil service appointment of Frederick D. Woods as Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 16)

February 3, 2003:	Postpone to the meeting of March 3, 2003 at the request of Civil Service Commission staff.
March 3, 2003:	Remand to Municipal Transportation Agency to review its recommendation.

0006-03-7 (continued)

Speakers: Mary Donovan, Municipal Transportation Agency
Frederick Woods, Appellant

Action: Cancel any current examination and eligibility status in Class 9163; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County of San Francisco service. (Vote of 4 to 0)

0219-03-1 Report of exempt appointments under Charter Categories 10.104-16 through 10.104-18. (Item No. 17)

Speakers: None.

Action: Accept report; file. (Vote of 4 to 0)

0220-03-1 Report of Charter Exempt positions under Charter Section 10.104-1 through 10.104-12, and Request for Approval of one new Exempt Position in Category 8. (Item No. 18)

Speakers: None.

Action: Approve the use of exempt Category 8 for one 1452 Executive Secretary II position in the Animal Care and Control Department; Accept and file the report on Exempt Appointments under Charter Section 10.104-1 through 10.104-12. (Vote 4 to 0)

0221-03-2 Review of San Francisco Library System - Library Page (Job Code 3602) Classification issues. (Item No. 19)

March 3, 2003: Various concerned parties requested to speak on the San Francisco Library System - Library Page (Job Code 3602) Classification issues and requested that the Commission investigate status.

Speakers: Tim West, SEIU Local 790
Donna Marion, San Francisco Public Library
Susan Hildreth, City Librarian
Mary Spoerer, Library Page
Joshua Alperin, Library Page
Brian Huynh, Library Page

Action: The Civil Service Commission received comment from interested parties; The Commission was advised of their lack of jurisdiction; The Executive Officer will respond to the request for public information. (Vote of 4 to 0)

0222-03-1 Review of Pending Appeals Log as of March 31, 2003. (Item No. 20)

Speakers: None.

Action: Postpone to the meeting of April 21, 2003. (Vote of 4 to 0)

0103-03-8 Response to the Civil Service Commission's request of the Public Utilities Commission for information on Personal Services Contract #4115-98/99. (Item No. 21)

March 3, 2003: Requested Human Resources Director to provide additional information on hiring process; Directed the Executive Officer to draft directive for Civil Service Commission approval at the meeting of April 7, 2003; Department Heads to adhere to the scope of services approved by the Civil Service Commission and to inform affected employee organizations as required by the Civil Service Commission Procedures.

Speakers: None.

Action: Off calendar. (Vote of 4 to 0)

0060-3-1 Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco for FY 2003 - 2004 in accordance with Charter Section A8.409-1. (Item No. 22)

February 3, 2003: Accept report; Proceed with salary survey and report progress to the Commission.

March 3, 2003: Accept report; Summarize completed survey and provide report to the Commission for the meeting of April 7, 2003.

Speakers: None.

Action: Postpone to the meeting of April 21, 2003. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

5:48 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

1/03

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
April 21, 2003

DOCUMENTS DEPT.
APR 18 2003
SAN FRANCISCO
PUBLIC LIBRARY

04-18-03 A10:04 RCVD

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

COMMISSIONER'S OLD BUSINESS

REGULAR AGENDA

COMMISSIONER'S NEW BUSINESS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 – 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 21, 2003
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of April 7, 2003 – 1:00 p.m. Closed Session

Recommendation: Approve.

Regular Meeting of April 7, 2003

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0218-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4108-02/03	Public Works	$2,500,000	Will perform as-needed general consulting and planning, GIS application development and data integration, database management and data conversion, surveying and aerial photography, and GIS mapping analysis and cartographic map production.	Regular	05/01/06

April 7, 2003:	Postpone to the meeting of April 21, 2003 at the request of the Department of Public Works.
Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0267-03-8) – Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-03/04	Animal Care & Control	$9,995	Will provide an environmental enrichment program for long-term shelter dogs that have been rescued from abusive owners and/or neglectful situations.	Annual	06/30/04
1001-03/04	Animal Care & Control	$8,640	Will provide technical support, maintenance, and periodic upgrade of the Chameleon Animal Case Management Computer Propriety Software.	Annual	06/30/04
1002-03/04	Animal Care & Control	$57,000	Will provide an as-needed after-hour, weekend, and holiday emergency veterinary service.	Annual	06/30/04
1003-03/04	Animal Care & Control	$10,000	Will pick-up native wildlife from the animal shelter; and provide long-term care, rehabilitation, and release of the wildlife after initial veterinary medical evaluation.	Annual	06/30/04
1004-03/04	Animal Care & Control	$0	Will provide Spay/Neuter surgeries for animals that are put up for adoption at the city's animal shelter. This is a reimbursement program. The SF SPCA will only be reimbursed after money from the customer has been collected.	Annual	06/30/04

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4114-02/03	Controller	$171,250	Will provide writing and editing services for Payroll Personnel Services, Audits and Accounting Operations and Systems Divisions to improve conceptual, organizational and typographical accuracy and clarity.	Regular	03/31/06
4115-02/03	Recreation and Parks	$115,000	Will design and develop environmental graphics/signage standards for the Recreation and Park Department.	Regular	04/10/04
4116-02/03	Public Works	$3,500,000	Will provide testing and special inspection services for the Laguna Honda Hospital Replacement Project including soil compaction, reinforced steel testing placement, drilled dowels and anchors, welding, high strength bolting, fireproofing and masonry.	Regular	12/31/12
4117-02/03	Public Works	$2,850,000	Will provide labor, materials, and equipment necessary to accomplish environmental-related tasks in support of construction activities where contamination, environmental and ecological endangerment, and public health and safety issues are of concern.	Regular	06/30/05
4118-02/03	Children, Youth & Families	$485,794	Will produce and distribute unitized meals to children and youth enrolled in the 2003 Summer Food Service Program as funded through the United States Department of Agriculture.	Regular	08/15/03

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

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(7) Municipal Transportation Agency's Provisional Appointment Report. (File No. 0268-03-1) – Action Item

Recommendation of the Director of Transportation: Adopt report.

(8) Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2003 – 2004. (File No. 0269-03-1) – Action Item

Recommendation of the Human Resources Director: Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the highest prevailing salary schedules in the six Bay Area Counties (Public & Private) in effect on April 15, 2003.

COMMISSIONER'S OLD BUSINESS

(9) Implementation of Proposition J – Board of Supervisors Salaries. (File No. 0973-02-1)

November 18, 2002:	The Commission gave general directions to the Executive Officer to proceed with comprehensive study and to report on timelines and work plan for review and direction of the Commission for the meeting of January 6, 2003.
January 6, 2003:	The Commission gave directions to staff; requested the City Attorney's opinion on two issues; and to provide a progress report for review by the Commission for the meeting of February 3, 2003.
February 3, 2003:	The Commission gave directions to the staff that a special meeting be held after normal work hours in the last week of February or the first week of March, including notices to community groups; and requested a progress report at its next meeting of March 3, 2003.
March 3, 2003:	The Commission gave directions to staff to continue to provide progress reports to the Commission.
March 12, 2003:	Public comment on the implementation of Prop J.
March 17, 2003:	The Commission gave directions to staff to continue to provide progress reports to the Commission.
April 7, 2003:	Directed Executive Officer to schedule a Special Meeting on May 5, 2003 or before May 19, 2003 where all five Commissioners are present.
Recommendation:	Open for discussion.

REGULAR AGENDA

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(10) Appeal by Edward O. Brown of background investigation and rejection of application for Police Officer (Job Code Q – 2), San Francisco Police Department. (File No. 0051-03-4) - Action Item

Recommendation of the SFPD & the Human Resources Director:	Deny the appeal by Edward O. Brown. Sustain the recommendation of the San Francisco Police Department and the Human Resources Director to reject Edward O. Brown as Police Officer.

(11) **Appeal by Joe Poole of the Human Resources Director's decision on his complaint of discrimination. (File No. 1059-02-06) – Action Item.**

March 17, 2003:	Postpone to the meeting of April 7, 2003 at the request of Jerry Cimmet, Attorney for Mr. Poole.
April 7, 2003:	Postpone to the meeting of April 21, 2003 at the request of Jerry Cimmet, Attorney for Mr. Poole. The Commission stipulated that this would be the last continuance granted.
Recommendation of the Human Resources Director:	Adopt report. Sustain the decision of the Human Resources Director. Deny the appeal by Joe Poole.

COMMISSIONERS' NEW BUSINESS

(12) **Review of Pending Appeals Log as of March 31, 2003. (File No. 0222-03-1)**

April 7, 2003:	Postpone to the meeting of April 21, 2003.
Recommendation:	Open for discussion.

EXECUTIVE OFFICER'S REPORT

(13) **Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco for FY 2003 - 2004 in accordance with Charter Section A8.409-1. (File No. 0060-3-1)**

February 3, 2003:	Accept report; Proceed with salary survey and report progress to the Commission.
March 3, 2003:	Accept report; Summarize completed survey and provide report to the Commission for the meeting of April 7, 2003.
April 7, 2003:	Postpone to the meeting of April 21, 2003.
Recommendation:	Open for discussion.

(14) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(15) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/03

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

**Regular Meeting
of
May 5, 2003**

DOCUMENTS DEPT.
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PUBLIC LIBRARY

04-30-03 11 29 R

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

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COMMISSIONER'S OLD BUSINESS

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 – 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 5, 2003
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of April 21, 2003

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0267-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4114-02/03	Controller	$171,250	Will provide writing and editing services for Payroll Personnel Services, Audits and Accounting Operations and Systems Divisions to improve conceptual, organizational and typographical accuracy and clarity.	Regular	03/31/06
4116-02/03	Public Works	$3,500,000	Will provide testing and special inspection services for the Laguna Honda Hospital Replacement Project including soil compaction, reinforced steel testing placement, drilled dowels and anchors, welding, high strength bolting, fireproofing and masonry.	Regular	12/31/12

April 21, 2003: Postpone PSC #4114-02/03 to the meeting of May 5, 2003; Postpone PSC #4116-02/03 to the meeting of May 5, 2003 at the request of the Department of Public Works.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0288-03-8) – Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1005-03/04	Police	$90,000	Will provide phlebotomy services 24 hours a day, 7 days a week to conduct blood draws on suspected drunk drivers for law enforcement agencies in the City and County of San Francisco.	Annual	06/30/04
4119-02/03	Human Services	$5,000,000	Will distribute food to low income San Francisco residents from food provided by this program.	Regular	06/30/07

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4081-01/02	Children, Youth & Families	Increase Amount $130,000 New Amount $388,000	Will provide 4 training sessions to DCYF funded agencies. Workshops will cover topics related to cost allocation for non-profits; non-profit procedures and policies; grant management and reporting; and best practices database and library development.	Regular	06/30/04

Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) **Proposed amendment to Civil Service Commission Rule 114 – Director of Elections. (File No. 0289-03-5) – Action Item**

Recommendation of the Executive Officer:	Post for adoption.

COMMISSIONER'S OLD BUSINESS

(8) **Final Staff Report: Implementation of Proposition J – Board of Supervisors Salaries. (File No. 0973-02-1)**

November 18, 2002:	The Commission gave general directions to the Executive Officer to proceed with comprehensive study and to report on timelines and work plan for review and direction of the Commission for the meeting of January 6, 2003.
January 6, 2003:	The Commission gave directions to staff; requested the City Attorney's opinion on two issues; and to provide a progress report for review by the Commission for the meeting of February 3, 2003.
February 3, 2003:	The Commission gave directions to the staff that a special meeting be held after normal work hours in the last week of February or the first week of March, including notices to community groups; and requested a progress report at its next meeting of March 3, 2003.

File No. 0973-02-1 (continued)

March 3, 2003: The Commission gave directions to staff to continue to provide progress reports to the Commission.

March 12, 2003: Public comment on the implementation of Prop J.

March 17, 2003: The Commission gave directions to staff to continue to provide progress reports to the Commission.

April 7, 2003: Directed Executive Officer to schedule a Special Meeting on May 5, 2003 or before May 19, 2003 where all five Commissioners are present.

April 21, 2003: Submit final report for review at the meeting of May 5, 2003 and calendar for action at the meeting of May 19, 2003.

Recommendation: Open for discussion.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Appeal by Ronald Sampson of the background rejection for Transit Operator (Job Code 9163) eligible list #E172. (File No. 1081-02-04) – Action Item.

Recommendation of the Director of Transportation: Adopt report. Sustain the decision of the Director of Transportation not to lift background waiver for Ronald Sampson.

(10) Appeal by Lilian Capuli of the rejection of application for Principal Administrative Analyst (Job Code 1824). (File No. 0305-02-4) – Action Item.

Recommendation of the Human Resources Director: Adopt report. Deny the appeal of the rejection of application for 1824 Principal Administrative Analyst by Lilian Capuli. Sustain the decision of the Human Resources Director.

(11) Appeal by Tim Gallagher of the minimum qualifications and status of the application for Environmental Specialist (Job Code 5640). (File No. 1082-02-4) – Action Item.

Recommendation of the Human Resources Director: Deny appeal of the minimum qualifications for class 5640 Environmental Specialist and deny request to qualify Mr. Gallagher's application for class 5640.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION – APPELLANTS APPEARING ON THE SEPARATIONS AGENDA
As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(12) **Appeal of automatic resignation of permanent civil service appointment of Richard Espinoza, Firefighter (Job Code H – 2), San Francisco Fire Department. (File No. 0991-02-7) - Action Item**

March 3, 2003:	Postpone to the meeting of April 7, 2003 at the request of Richard Espinoza.
April 7, 2003:	Postpone to the meeting of May 5, 2003 at the request of Richard Espinoza. The Commission stipulated that this would be the last continuance granted.
Recommendation of SFFD & the Human Resources Director:	Deny the appeal by Richard Espinoza. Sustain the decision of the San Francisco Fire Department and the Human Resources Director to record an automatic resignation for Richard Espinoza as a Firefighter (Job Code H – 2).

HUMAN RESOURCES DIRECTOR'S REPORT

(13) **Report of exempt appointments under Charter Categories 10.104-16 through 10.104-18. (File No. 0290-03-1)**

Recommendation: Accept report; file.

(14) **Report of Provisional Appointments. (File No. 0291-03-1)**

Recommendation: Accept report; file.

(15) **Merit Systems Classification Services Overview. (File No. 0297-03-2)**

Recommendation: Accept report.

EXECUTIVE OFFICER'S REPORT

(16) Amendment to Civil Service Commission 2003 Meeting Schedule. (File No. 0292-03-1)

Recommendation: Open for discussion.

(17) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(18) ADJOURNMENT

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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DONALD A. CASPER
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MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
May 5, 2003

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:10 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Excused
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of April 21, 2003

Action: Approve. (Vote of 4 to 0)

0267-03-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4114-02/03 *Over to May 19, 2003*	Controller	$171,250	Will provide writing and editing services for Payroll Personnel Services, Audits and Accounting Operations and Systems Divisions to improve conceptual, organizational and typographical accuracy and clarity.	Regular	03/31/06
4116-02/03	Public Works	$3,500,000	Will provide testing and special inspection services for the Laguna Honda Hospital Replacement Project including soil compaction, reinforced steel testing placement, drilled dowels and anchors, welding, high strength bolting, fireproofing and masonry.	Regular	12/31/12

April 21, 2003: Postpone PSC #4114-02/03 to the meeting of May 5, 2003; Postpone PSC #4116-02/03 to the meeting of May 5, 2003 at the request of the Department of Public Works.

Speakers: Monique Zmuda, Deputy Controller spoke on PSC #4114-02/03.
Jim Buker and Michael Lane, Department of Public Works spoke on PSC #4116-02/03.

Action: Postpone PSC #4114-02/03 to the meeting of May 19, 2003; Adopt Human Resources Director's report on PSC #4116-02/03. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0288-03-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1005-03/04	Police	$90,000	Will provide phlebotomy services 24 hours a day, 7 days a week to conduct blood draws on suspected drunk drivers for law enforcement agencies in the City and County of San Francisco.	Annual	06/30/04
4119-02/03	Human Services	$5,000,000	Will distribute food to low income San Francisco residents from food provided by this program.	Regular	06/30/07
4081-01/02 *Over to 5/19/03*	Children, Youth & Families	Increase Amount $130,000 New Amount $388,000	Will provide 4 training sessions to DCYF funded agencies. Workshops will cover topics related to cost allocation for non-profits; non-profit procedures and policies; grant management and reporting; and best practices database and library development.	Regular	06/30/04

0288-03-8 (continued)

Speakers: David Curto, Department of Human Services spoke on PSC #4119-02/03.
Artina Lim, Department of Children, Youth & Families spoke on PSC #4081-01/02.

Action: Approve request by Commissioner Safont to recuse herself from PSC #4081-01/02. (Vote of 3 to 0)

Postpone PSC #4081-01/02 to the meeting of May 19, 2003. (Vote of 2 to 1; Commissioner Gorrono dissents.)

Adopt Human Resources Director's report on PSC #1005-03/04 and PSC #4119-02/03. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0289-03-5 **Proposed amendment to Civil Service Commission Rule 114 – Director of Elections. (Item No. 7)**

Speakers: Kate Favetti, Executive Officer

Action: Post for adoption. (Vote of 4 to 0)

0973-02-1 **Final Staff Report: Implementation of Proposition J – Board of Supervisors Salaries. (Item No. 8)**

November 18, 2002: The Commission gave general directions to the Executive Officer to proceed with comprehensive study and to report on timelines and work plan for review and direction of the Commission for the meeting of January 6, 2003.

January 6, 2003: The Commission gave directions to staff; requested the City Attorney's opinion on two issues; and to provide a progress report for review by the Commission for the meeting of February 3, 2003.

February 3, 2003: The Commission gave directions to the staff that a special meeting be held after normal work hours in the last week of February or the first week of March, including notices to community groups; and requested a progress report at its next meeting of March 3, 2003.

0973-02-1 (continued)

March 3, 2003:	The Commission gave directions to staff to continue to provide progress reports to the Commission.
March 12, 2003:	Public comment on the implementation of Prop J.
March 17, 2003:	The Commission gave directions to staff to continue to provide progress reports to the Commission.
April 7, 2003:	Directed Executive Officer to schedule a Special Meeting on May 5, 2003 or before May 19, 2003 where all five Commissioners are present.
April 21, 2003:	Submit final report for review at the meeting of May 5, 2003 and calendar for action at the meeting of May 19, 2003.

Speakers: Yvette Gamble, Civil Service Commission

Action: Calendar for action at the meeting of May 19, 2003. (Vote of 4 to 0)

1081-02-4 **Appeal by Ronald Sampson of the background rejection for Transit Operator (Job Code 9163) eligible list #E172. (Item No. 9)**

Speakers:
Mary Donovan, Municipal Transportation Agency
Jay Holley, Municipal Transportation Agency
Ronald Sampson, Appellant

Action: Grant the appeal by Ronald Sampson. (Vote of 3 to 1; Commissioner Safont dissents.)

0305-02-4 **Appeal by Lilian Capuli of the rejection of application for Principal Administrative Analyst (Job Code 1824). (Item No. 10)**

Speakers: None.

Action: Postpone to the meeting of June 2, 2003 at the request of the Department of Human Resources. (Vote of 4 to 0)

1082-02-4 **Appeal by Tim Gallagher of the minimum qualifications and status of the application for Environmental Specialist (Job Code 5640). (Item No. 11)**

Speakers:
Ana Borja-Valdes, Department of Human Resources
Tim Gallagher, Appellant
Jay Ach, Port (Supervisor of Tim Gallagher)
David Assmann, Department of the Environment
Debbie Raphael, Department of the Environment
Steve Martinez, Department of Human Resources

Action: Postpone to the meeting of June 2, 2003. The Civil Service Commission requested additional information and directed the Department of Human Resources to review the position currently occupied by the appellant. (Vote of 3 to 1; Commissioner Safont dissents.)

0991-02-7 **Appeal of automatic resignation of permanent civil service appointment of Richard Espinoza, Firefighter (Job Code H – 2), San Francisco Fire Department. (Item No. 12)**

March 3, 2003: Postpone to the meeting of April 7, 2003 at the request of Richard Espinoza.

April 7, 2003: Postpone to the meeting of May 5, 2003 at the request of Richard Espinoza. The Commission stipulated that this would be the last continuance granted.

Speakers: None.

Action: Off calendar. (Vote of 4 to 0)

0290-03-1 **Report of exempt appointments under Charter Categories 10.104-16 through 10.104-18. (Item No. 13)**

Speakers:
Marsha Stroope, Department of Human Resources
Richard Rothman

Action: Accept report; file. (Vote of 4 to 0)

0291-03-1 **Report of Provisional Appointments. (Item No. 14)**

Speakers: Marsha Stroope, Department of Human Resources

Action: Accept report; file. (37 provisional appointments to be added to report.) (Vote of 4 to 0)

0297-03-2 Merit Systems Classification Services Overview. (Item No. 15)

Speakers: Marsha Stroope, Department of Human Resources
Richard Rothman

Action: Accept report. (Vote of 4 to 0)

0292-03-1 Amendment to Civil Service Commission 2003 Meeting Schedule. (Item No. 16)

Speakers: Kate Favetti, Executive Officer

Action: Approve amendment to add two additional meetings to the Civil Service Commission 2003 Meeting Schedule. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Richard Rothman inquired if the Civil Service Commission could consider a change in its rules to require that notices regarding classification actions, exception to the order of layoffs, rule changes and other reports be put on the web. He also questioned whether the Department of Human Resources should have time lines for submitting staff reports for pending appeals.

ADJOURNMENT

6:10 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MEMORANDUM
CSC NO. 2002 - 07

DATE:	May 7, 2003
TO:	Department Heads Personnel Officers and Representatives Employee Organizations
FROM:	Kate Favetti Executive Officer
SUBJECT:	Amended Civil Service Commission Meeting Schedule for Calendar Year 2003

At its meeting of May 5, 2003, the Civil Service Commission adopted an amended meeting schedule for Calendar Year 2003.

Please find on the reverse side of this memorandum a copy of the Civil Service Commission Meeting Schedule for Calendar Year 2003. If you have any questions concerning the meeting schedule, please call Anita Sanchez or me at 252-3247.

CIVIL SERVICE COMMISSION

Kate Favetti

KATE FAVETTI
Executive Officer

AMENDED

CIVIL SERVICE COMMISSION MEETING SCHEDULE

Calendar Year 2003

DATE	TIME	LOCATION
January 6	2:00 p.m.	Room 400, City Hall
January 20	Canceled due to Martin Luther King Day Holiday	
February 3	2:00 p.m.	Room 400, City Hall
February 17	Canceled due to President's Day Holiday	
March 3	2:00 p.m.	Room 400, City Hall
March 17	2:00 p.m.	Room 400, City Hall
April 7	2:00 p.m.	Room 400, City Hall
April 21	2:00 p.m.	Room 400, City Hall
May 5	2:00 p.m.	Room 400, City Hall
May 19	2:00 p.m.	Room 400, City Hall
June 2	2:00 p.m.	Room 400, City Hall
June 16	2:00 p.m.	Room 400, City Hall
July 7	2:00 p.m.	Room 400, City Hall
July 21	2:00 p.m.	Room 400, City Hall
August 4	2:00 p.m.	Room 400, City Hall
August 18	2:00 p.m.	Room 400, City Hall
September 2	***Special Meeting***	
September 2	***9:00 a.m.***	***Room 416, City Hall***
September 15	2:00 p.m.	Room 400, City Hall
October 6	2:00 p.m.	Room 400, City Hall
October 20	2:00 p.m.	Room 400, City Hall
November 3	2:00 p.m.	Room 400, City Hall
November 17	2:00 p.m.	Room 400, City Hall
December 1	2:00 p.m.	Room 400, City Hall
December 15	***2:00 p.m.***	***Room 400, City Hall***

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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VICE PRESIDENT

THOMAS T. NG
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
May 19, 2003

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 ½-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

H. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

I. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

J. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

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San Francisco Lobbyist Ordinance

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 19, 2003
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Thomas T. Ng
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of May 5, 2003

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0267-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4114-02/03	Controller	$171,250	Will provide writing and editing services for Payroll Personnel Services, Audits and Accounting Operations and Systems Divisions to improve conceptual, organizational and typographical accuracy and clarity.	Regular	03/31/06

April 21, 2003: Postpone PSC #4114-02/03 to the meeting of May 5, 2003; Postpone PSC #4116-02/03 to the meeting of May 5, 2003 at the request of the Department of Public Works.

May 5, 2003: Postpone PSC #4114-02/03 to the meeting of May 19, 2003.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0288-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4081-01/02	Children, Youth & Families	Increase Amount $130,000 New Amount $388,000	Will provide 4 training sessions to DCYF funded agencies. Workshops will cover topics related to cost allocation for non-profits; non-profit procedures and policies; grant management and reporting; and best practices database and library development.	Regular	06/30/04

May 5, 2003: Postpone to the meeting of May 19, 2003.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(7) Review of request for approval of proposed personal services contracts. (File No. 0317-03-8) – Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4120-02/03	Public Health	$320,000	Will provide storage and retrieval services for approximately 32,500 linear feet of medical records or 1.4 million records to SFGH and its departments, divisions and on-campus Primary Care and Specialty Clinics to comply with local, state & federal laws.	Regular	06/30/04
4121-02/03	Public Health	$4,877,185	Will provide health insurance to children ineligible for other publicly funded health insurance programs and enroll them in the San Francisco Healthy Kids Program.	Regular	06/30/04
4122-02/03	Public Health	$0	Will provide retroactive electronic claims submissions to Medi-Cal, Medicare and Commercial Insurance payors and processing of those claims for the Community Health Network.	Regular	06/30/08
4123-02/03	Environment	$900,000	Will administer pre-tax employee benefit program, including participant enrollment through web-based database interface, distribution of transit fare media, customer service, account management, payroll interface and reconciliation, and reporting.	Regular	05/01/05
4124-02/03	Trial Courts	$360,000	Will provide attorneys who represent indigent clients when the City's Public Defender has a legal conflict; provide a host of peer review services from legal mentoring to fee audit committees; and provide upfront and on-going training.	Regular	06/30/06

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Municipal Transportation Agency's Provisional Appointment Report. (File No. 0326-03-1) – Action Item

Recommendation of the Director of Transportation: Adopt report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Implementation of Proposition J – Board of Supervisors Salaries. (File No. 0973-02-1) – Action Item

November 18, 2002:	The Commission gave general directions to the Executive Officer to proceed with comprehensive study and to report on timelines and work plan for review and direction of the Commission for the meeting of January 6, 2003.
January 6, 2003:	The Commission gave directions to staff; requested the City Attorney's opinion on two issues; and to provide a progress report for review by the Commission for the meeting of February 3, 2003.
February 3, 2003:	The Commission gave directions to the staff that a special meeting be held after normal work hours in the last week of February or the first week of March, including notices to community groups; and requested a progress report at its next meeting of March 3, 2003.
March 3, 2003:	The Commission gave directions to staff to continue to provide progress reports to the Commission.
March 12, 2003:	Public comment on the implementation of Prop J.
March 17, 2003:	The Commission gave directions to staff to continue to provide progress reports to the Commission.
April 7, 2003:	Directed Executive Officer to schedule a Special Meeting on May 5, 2003 or before May 19, 2003 where all five Commissioners are present.
April 21, 2003:	Submit final report for review at the meeting of May 5, 2003 and calendar for action at the meeting of May 19, 2003.
May 5, 2003:	Calendar for action at the meeting of May 19, 2003.
Recommendation:	Set the salary for the full-time position of Member, Board of Supervisors - City & County of San Francisco, and; Establish a five (5) year cycle.

(10) Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco Fiscal Year 2003-04 in accordance with Charter Section A8.409-1. (File No. 0060-3-1) - Action Item

February 3, 2003:	Accept report; Proceed with salary survey and report progress to the Commission.
March 3, 2003:	Accept report; Summarize completed survey and provide report to the Commission for the meeting of April 7, 2003.
April 7, 2003:	Postpone to the meeting of April 21, 2003.
April 21, 2003:	Directed Executive Officer to calendar for action for the meeting of May 19, 2003.
Recommendation:	Open for discussion; certify salary and benefits of elected officials; forward to the Mayor's Office for inclusion in the Fiscal Year 2003-04 Budget being transmitted to the Board of Supervisors.

(11) Appeal by Claudia Fabiani of background rejection for Deputy Probation Officer (Job Code 8444), Adult Probation Department. (File No. 0038-02-4) - Action Item

April 7, 2003:	Deny the appeal by Claudia Fabiani (Vote of 2 to 2; Commissioners Casper and Richardson dissent.) The item is postponed to the meeting of May 19, 2003 or when all five Commissioners are present.
Recommendation of the Adult Probation Department & the Human Resources Director:	Deny the appeal by Claudia Fabiani. Sustain the recommendation of the Adult Probation Department and the Human Resources Director to reject Claudia Fabiani as Deputy Probation Officer (Job Code 8444).

(12) Appeal by Joe Poole of the Human Resources Director's decision on his complaint of discrimination. (File No. 1059-02-06) – Action Item

March 17, 2003:	Postpone to the meeting of April 7, 2003 at the request of Jerry Cimmet, Attorney for Mr. Poole.
April 7, 2003:	Postpone to the meeting of April 21, 2003 at the request of Jerry Cimmet, Attorney for Mr. Poole. The Commission stipulated that this would be the last continuance granted.
April 21, 2003:	Postpone to the meeting of May 19, 2003.
Recommendation of the Human Resources Director:	Adopt report. Sustain the decision of the Human Resources Director. Deny the appeal by Joe Poole.

(13) Appeal by David Sweeney of the disqualification for Firefighter (Job Code H - 2). San Francisco Fire Department. (File No. 0808-02-4) - Action Item

November 18, 2002:	Grant the appeal by David Sweeney of the Executive Officer's decision to close file on his disqualification for Firefighter (Job Code H - 2).
January 6, 2003:	Postpone to the meeting of February 3, 2003 at the request of Sylvia Courtney, Attorney.
February 3, 2003:	Postpone to the meeting of March 3, 2003 at the request of Sylvia Courtney, Attorney for appellant.
March 3, 2003:	Postpone to the next meeting when all Commissioners are present. The Commission stipulated that this would be the last continuance granted.
Recommendation of the SFFD & the Human Resources Director:	Deny the appeal by David Sweeney. Sustain the recommendation of the San Francisco Fire Department and the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION – APPELLANTS APPEARING ON THE SEPARATIONS AGENDA
As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(14) **Appeal of automatic resignation of permanent civil service appointment of Richard Espinoza, Firefighter (Job Code H – 2), San Francisco Fire Department. (File No. 0991-02-7) - Action Item**

March 3, 2003:	Postpone to the meeting of April 7, 2003 at the request of Richard Espinoza.
April 7, 2003:	Postpone to the meeting of May 5, 2003 at the request of Richard Espinoza. The Commission stipulated that this would be the last continuance granted.
May 5, 2003:	Postpone to the meeting of May 19, 2003 at the request of Sylvia Courtney, Attorney.
Recommendation of SFFD & the Human Resources Director:	Deny the appeal by Richard Espinoza. Sustain the decision of the San Francisco Fire Department and the Human Resources Director to record an automatic resignation for Richard Espinoza as a Firefighter (Job Code H – 2).

(15) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(16) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DONALD A. CASPER
PRESIDENT

IORGAN R. GORRONO
VICE PRESIDENT

THOMAS T. NG
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

9/03

MINUTES
Regular Meeting
May 19, 2003

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:12 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Thomas T. Ng	Present
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Wendy Nelder, former member Board of Supervisors, District Attorney Terrence Hallinan, John Hanley, President Firefighters Local 798, A. Lee Blitch, President San Francisco Chamber of Commerce, Chris Cunnie, President Police Officers Association and San Francisco Republican Party Chairman Mike DeNunzio, speaking as an individual, spoke on Calendar Item #9 – Implementation of Prop J – Board of Supervisors Salaries.

APPROVAL OF MINUTES

Regular Meeting of May 5, 2003

Action: Approve request by Commissioner Ng to recuse himself from voting because he was not yet on the Commission.

Approve. (Vote of 4 to 0)

0267-03-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4114-02/03	Controller	$171,250	Will provide writing and editing services for Payroll Personnel Services, Audits and Accounting Operations and Systems Divisions to improve conceptual, organizational and typographical accuracy and clarity.	Regular	03/31/06

April 21, 2003: Postpone PSC #4114-02/03 to the meeting of May 5, 2003; Postpone PSC #4116-02/03 to the meeting of May 5, 2003 at the request of the Department of Public Works.

May 5, 2003: Postpone PSC #4114-02/03 to the meeting of May 19, 2003.

Speakers: Monique Zmuda, Deputy Controller

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 2; Commissioners Casper and Richardson dissent.)

0288-03-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4081-01/02	Children, Youth & Families	Increase Amount $130,000 New Amount $388,000	Will provide 4 training sessions to DCYF funded agencies. Workshops will cover topics related to cost allocation for non-profits; non-profit procedures and policies; grant management and reporting; and best practices database and library development.	Regular	06/30/04

May 5, 2003: Postpone to the meeting of May 19, 2003.

Speakers: Artina Lim, Department of Children, Youth & Families

Action: Approve request by Commissioner Safont to recuse herself. (Vote of 4 to 0)

Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 1; Commissioner Gorrono dissents.)

0317-03-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4120-02/03	Public Health	$320,000	Will provide storage and retrieval services for approximately 32,500 linear feet of medical records or 1.4 million records to SFGH and its departments, divisions and on-campus Primary Care and Specialty Clinics to comply with local, state & federal laws.	Regular	06/30/04
4121-02/03	Public Health	$4,877,185	Will provide health insurance to children ineligible for other publicly funded health insurance programs and enroll them in the San Francisco Healthy Kids Program.	Regular	06/30/04
4122-02/03	Public Health	$0	Will provide retroactive electronic claims submissions to Medi-Cal, Medicare and Commercial Insurance payors and processing of those claims for the Community Health Network.	Regular	06/30/08
4123-02/03	Environment	$900,000	Will administer pre-tax employee benefit program, including participant enrollment through web-based database interface, distribution of transit fare media, customer service, account management, payroll interface and reconciliation, and reporting.	Regular	05/01/05
4124-02/03 ***(Over to 6/2/03)***	Trial Courts	$360,000	Will provide attorneys who represent indigent clients when the City's Public Defender has a legal conflict; provide a host of peer review services from legal mentoring to fee audit committees; and provide upfront and on-going training.	Regular	06/30/06

Speakers: Gladys Solivan, Department of Public Health spoke on PSC #4121-02/03 and PSC #4122-02/03.
David Assmann, Department of the Environment and Sandy Holmes, Director of Payroll spoke on PSC #4123-02/03.

Action: Postpone PSC #4124-02/03 to the meeting of June 2, 2003 at the request of Superior Court of California.

Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0326-03-1 Municipal Transportation Agency's Provisional Appointment Report. (Item No. 8)

Speakers: None.

Action: Adopt report. (Vote of 5 to 0)

0973-02-1 Implementation of Proposition J – Board of Supervisors Salaries. (Item No. 9)

November 18, 2002:	The Commission gave general directions to the Executive Officer to proceed with comprehensive study and to report on timelines and work plan for review and direction of the Commission for the meeting of January 6, 2003.
January 6, 2003:	The Commission gave directions to staff; requested the City Attorney's opinion on two issues; and to provide a progress report for review by the Commission for the meeting of February 3, 2003.
February 3, 2003:	The Commission gave directions to the staff that a special meeting be held after normal work hours in the last week of February or the first week of March, including notices to community groups; and requested a progress report at its next meeting of March 3, 2003.
March 3, 2003:	The Commission gave directions to staff to continue to provide progress reports to the Commission.
March 12, 2003:	Public comment on the implementation of Prop J.
March 17, 2003:	The Commission gave directions to staff to continue to provide progress reports to the Commission.
April 7, 2003:	Directed Executive Officer to schedule a Special Meeting on May 5, 2003 or before May 19, 2003 where all five Commissioners are present.
April 21, 2003:	Submit final report for review at the meeting of May 5, 2003 and calendar for action at the meeting of May 19, 2003.
May 5, 2003:	Calendar for action at the meeting of May 19, 2003.
Speakers:	Yvette Gamble, Civil Service Commission Tony Hall, Member Board of Supervisor Matt Gonzalez, President, Board of Supervisors
Action:	Set the salary for the full-time position of Member, Board of Supervisors - City & County of San Francisco at $112,320 annually for a one (1) year cycle. (Vote of 3 to 2; Commissioners Casper and Richardson dissent.)

0060-3-1 Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco Fiscal Year 2003-04 in accordance with Charter Section A8.409-1. (Item No. 10)

February 3, 2003: Accept report; Proceed with salary survey and report progress to the Commission.

March 3, 2003: Accept report; Summarize completed survey and provide report to the Commission for the meeting of April 7, 2003.

April 7, 2003: Postpone to the meeting of April 21, 2003.

April 21, 2003: Directed Executive Officer to calendar for action for the meeting of May 19, 2003.

Speakers: Anita Sanchez, Civil Service Commission

Action: Approve an increase of 1% in salary of elected officials except members of the Board of Supervisors effective July 1, 2003. (Vote of 3 to 2; Commissioners Casper and Richardson dissent.)

Approve benefits as those provided to Municipal Executives Association (MEA) covered employees as in effect on July 1, 2003; Forward Commission action to the Mayor's Office for inclusion in the FY 2003-2004 Budget. (Vote of 5 to 0)

0038-02-4 Appeal by Claudia Fabiani of background rejection for Deputy Probation Officer (Job Code 8444), Adult Probation Department. (Item No. 11)

April 7, 2003: Deny the appeal by Claudia Fabiani (Vote of 2 to 2; Commissioners Casper and Richardson dissent.) The item is postponed to the meeting of May 19, 2003 or when all five Commissioners are present.

Speakers: Dee Williams, Adult Probation Department
Claudia Fabiani, Appellant

Action: Grant the appeal of Claudia Fabiani. Vote of 3 to 2; (Commissioners Safont and Ng dissent.)

1059-02-06 Appeal by Joe Poole of the Human Resources Director's decision on his complaint of discrimination, retaliation and related issues. (Item No. 12)

March 17, 2003: Postpone to the meeting of April 7, 2003 at the request of Jerry Cimmet, Attorney for Mr. Poole.

April 7, 2003: Postpone to the meeting of April 21, 2003 at the request of Jerry Cimmet, Attorney for Mr. Poole. The Commission stipulated that this would be the last continuance granted.

April 21, 2003: Postpone to the meeting of May 19, 2003.

Speakers:
Dorothy Yee, Department of Human Resources-EEO Division
Jerry Cimmet, Attorney
Jason Hashimoto, Public Utilities Commission-Hetch Hetchy
Norman Rickson, Public Utilities Commission-Hetch Hetchy
Alexis Halstead, Public Utilities Commission-Hetch Hetchy

Action: Adopt report. Sustain the decision of the Human Resources Director. Deny the appeal by Joe Poole. (Vote of 4 to 1; Commissioner Safont dissents.)

0808-02-4 Appeal by David Sweeney of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (Item No. 13)

November 18, 2002: Grant the appeal by David Sweeney of the Executive Officer's decision to close file on his disqualification for Firefighter (Job Code H - 2).

January 6, 2003: Postpone to the meeting of February 3, 2003 at the request of Sylvia Courtney, Attorney.

February 3, 2003: Postpone to the meeting of March 3, 2003 at the request of Sylvia Courtney, Attorney for appellant.

March 3, 2003: Postpone to the next meeting when all Commissioners are present. The Commission stipulated that this would be the last continuance granted.

0808-02-4 (continued)

Speakers:	Assistant Deputy Chief Lorrie Kalos, San Francisco Fire Department Sylvia Courtney, Attorney David Sweeney, Appellant Cyril Isnard, General Manager San Jose Fairmont Hotel Richard Constantine, San Jose Fire Department Mark Kane, San Francisco Firefighter Dr. Lorraine Killpack, Licensed Clinical Psychiatrist
Action:	Grant appeal by David Sweeney. (Vote of 3 to 2; Commissioners Ng and Safont dissent.)

0991-02-7 **Appeal of automatic resignation of permanent civil service appointment of Richard Espinoza, Firefighter (Job Code H – 2), San Francisco Fire Department. (Item No. 14)**

March 3, 2003:	Postpone to the meeting of April 7, 2003 at the request of Richard Espinoza.
April 7, 2003:	Postpone to the meeting of May 5, 2003 at the request of Richard Espinoza. The Commission stipulated that this would be the last continuance granted.
May 5, 2003:	Postpone to the meeting of May 19, 2003 at the request of Sylvia Courtney, Attorney.
Speakers:	Assistant Deputy Chief Lorrie Kalos, San Francisco Fire Department Sylvia Courtney, Attorney Richard Espinoza, Appellant Roland Lee, Captain, Station 6 - San Francisco Fire Department Dr. Lorraine Killpack, Licensed Clinical Psychiatrist Felix Duag, On behalf of appellant
Action:	Grant appeal; Rescind the automatic resignation of Richard Espinoza; Return to duty subject to successful completion of Fitness for Duty Medical pursuant to Civil Service Commission Rule 316; Mr. Espinoza must complete Leave of Absence Request forms pursuant to Civil Service Commission Rule 320. (Vote of 4 to 1; Commissioner Safont dissents.)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

11:15 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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DONALD A. CASPER
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ORGAN R. GORRONO
VICE PRESIDENT

THOMAS T. NG
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
June 2, 2003

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

5 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 ½-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

H. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

I. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

J. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 – 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 2, 2003
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Thomas T. Ng
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES** – **Action Item**

Regular Meeting of May 19, 2003

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

(5) **ELECTION OF OFFICERS**

Recommendation: Open for discussion.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0317-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4124-02/03	Trial Courts	$360,000	Will provide attorneys who represent indigent clients when the City's Public Defender has a legal conflict; provide a host of peer review services from legal mentoring to fee audit committees; and provide upfront and on-going training.	Regular	06/30/06

May 19, 2003: Postpone to the meeting of June 2, 2003 at the request of Superior Court of California.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(7) Review of request for approval of proposed personal services contracts. (File No. 0353-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1006-03/04	Sheriff's Office	$57,000	Will provide early intervention, referral and support services to persons who are about to be evicted, or are going through the eviction process.	Annual	06/30/04
1007-03/04	Sheriff's Office	$120,000	Will provide pre-employment psychological screening, 2nd opinion psychiatric evaluations, polygraph examinations for new peace officers, and psychological or psychiatric services for certain staff as a result of investigations and traumatic incidents.	Annual	06/30/04
1008-03/04	Sheriff's Office	$200,000	Will provide timely transportation of prisoners throughout California and the United States pursuant to court orders or lawful arrest warrants.	Annual	06/30/04
1009-03/04	Sheriff's Office	$1,500,000	Will provide electronic home detention/monitoring services for approximately 350 inmates per day. Electronic monitoring systems include radio frequency, cellular transmitter, and global positioning system for inmates.	Annual	06/30/04
1010-03/04	Sheriff's Office	$3,000,000	Will provide violence prevention classes/workshops and counseling, substance abuse counseling and relapse prevention, acupuncture, vocational and GED education, parenting/supervised visitation, and religious services and counseling to inmates.	Annual	06/30/04

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4125-02/03	Public Works	$6,000,000	Will perform as-needed waste disposal-related services in projects that require large-scale handling, profiling, packaging, transport, treatment and disposal of hazardous, non-hazardous or unknown materials and waste in large volumes.	Regular	06/30/05
4126-02/03	Public Works	$4,800,000	Will provide services including development, implementation, and administration of a Temporary Employment Program to provide eligible Welfare-to-Work participants with paid transitional work experience to obtain the skills needed to become employable.	Regular	06/30/07
4127-02/03	Controller	$240,000	Will work with the State Controller's staff in the research and preparation of detailed SB-90 cost claims on behalf of the City &County to recover costs related to compliance with state mandates.	Regular	06/30/05

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Seniority Date adjustments for Informational Technology Classes Represented by M.E.A. and I.F.P.T.E. Local 21. (File No. 0357-03-1) – Action Item

Recommendation: Adopt report; approve the request to credit prior service of current employees in accordance with the arbitrator's mediated award; authorize the Human Resources Director to take administrative action to implement the intent of this Commission action to credit prior service and adjust employee and DHR records accordingly, and provide the final list to the Executive Officer, Civil Service Commission; and notify the affected employees and employee organizations, when the adjusted dates have been calculated.

(9) **Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (File No. 0354-03-5) - Action Item**

Recommendation:	Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through December 31, 2003, upon agreement with the affected employee organizations.

(10) **Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (File No. 0355-03-5) - Action Item**

Recommendation:	Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2003, upon agreement with the affected employee organizations.

(11) **Proposed Amendments to Civil Service Commission Rules: Volume I – Rule 114 - Appointments to add Article IX - Director of Elections. (File No. 0356-03-5) - Action Item**

May 5, 2003:	Post for adoption.
Recommendation:	Adopt.

(12) **Appeal by Lilian Capuli of the rejection of application for Principal Administrative Analyst (Job Code 1824). (File No. 0305-02-4) – Action Item.**

May 5, 2003:	Postpone to the meeting of June 2, 2003 at the request of the Department of Human Resources.
Recommendation:	Off calendar.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(13) **Appeal by Tim Gallagher of the minimum qualifications and status of the application for Environmental Specialist (Job Code 5640). (File No. 1082-02-4) – Action Item.**

May 5, 2003:	Postpone to the meeting of June 2, 2003. The Civil Service Commission requested additional information and directed the Department of Human Resources to review the position currently occupied by the appellant.
Recommendation of the Human Resources Director:	Deny appeal of the minimum qualifications for class 5640 Environmental Specialist and deny request to qualify Mr. Gallagher's application for class 5640.

(14) **Appeal by John Faiello of the background investigation and rejection of application for Personnel Analyst (Job Code 1241) San Francisco Police Department. (File No. 0169-02-4) – Action Item**

Recommendation of the SFPD and the Human Resources Director:	Sustain the recommendation of the San Francisco Police Department and the Department of Human Resources' decision to reject John P. Faiello as 1241 Personnel Analyst.

(15) **Appeal by Noel Parangan of the background investigation and rejection of application for Police Officer (Job Code Q - 2) San Francisco Police Department. (File No. 0306-03-4) - Action Item**

Recommendation SFPD & the Department of Human Resources:	Sustain the recommendation of the San Francisco Police Department and the Department of Human Resources' decision to reject Noel Parangan as Q2 Police Officer.

HUMAN RESOURCES DIRECTOR'S REPORT

(16) **Department of Human Resources Budget Affecting Merit System Activities. (File No. 0358-03-1) - Action Item**

Recommendation:	Accept report.

(17) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(18) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MORGAN R. GORRONO
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
June 2, 2003

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:05 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Thomas T. Ng	Present
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

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Commissioner Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of May 19, 2003

Action: Approve. (Vote of 5 to 0)

ELECTION OF OFFICERS

Action: The Commission voted to hear item out of order at the end of the meeting. (Vote of 5 to 0)

Commissioner Morgan Gorrono was elected President for the term of office expiring May 31, 2004. (Vote of 5 to 0) Commissioner Rosabella Safont was elected Vice President for the term of office expiring May 31, 2004. (Vote of 5 to 0)

0317-03-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4124-02/03	Trial Courts	$360,000	Will provide attorneys who represent indigent clients when the City's Public Defender has a legal conflict; provide a host of peer review services from legal mentoring to fee audit committees; and provide upfront and on-going training.	Regular	06/30/06

May 19, 2003: Postpone to the meeting of June 2, 2003 at the request of Superior Court of California.

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0353-03-8 **Review of request for approval of proposed personal services contracts. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1006-03/04	Sheriff's Office	$57,000	Will provide early intervention, referral and support services to persons who are about to be evicted, or are going through the eviction process.	Annual	06/30/04
1007-03/04	Sheriff's Office	$120,000	Will provide pre-employment psychological screening, 2nd opinion psychiatric evaluations, polygraph examinations for new peace officers, and psychological or psychiatric services for certain staff as a result of investigations and traumatic incidents.	Annual	06/30/04
1008-03/04	Sheriff's Office	$200,000	Will provide timely transportation of prisoners throughout California and the United States pursuant to court orders or lawful arrest warrants.	Annual	06/30/04
1009-03/04	Sheriff's Office	$1,500,000	Will provide electronic home detention/monitoring services for approximately 350 inmates per day. Electronic monitoring systems include radio frequency, cellular transmitter, and global positioning system for inmates.	Annual	06/30/04
1010-03/04	Sheriff's Office	$3,000,000	Will provide violence prevention classes/workshops and counseling, substance abuse counseling and relapse prevention, acupuncture, vocational and GED education, parenting/supervised visitation, and religious services and counseling to inmates.	Annual	06/30/04
4125-02/03	Public Works	$6,000,000	Will perform as-needed waste disposal-related services in projects that require large-scale handling, profiling, packaging, transport, treatment and disposal of hazardous, non-hazardous or unknown materials and waste in large volumes.	Regular	06/30/05
4126-02/03 *Over to 6/16/03*	Public Works	$4,800,000	Will provide services including development, implementation, and administration of a Temporary Employment Program to provide eligible Welfare-to-Work participants with paid transitional work experience to obtain the skills needed to become employable.	Regular	06/30/07

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4127-02/03	Controller	$240,000	Will work with the State Controller's staff in the research and preparation of detailed SB-90 cost claims on behalf of the City &County to recover costs related to compliance with state mandates.	Regular	06/30/06

Speakers: Jean Mariani, Office of the Sheriff spoke on PSC #1006-03/04 through 1010-03/04.
Mohammed Nuru, Department of Public Works and Tom Harrison, Laborers Union Local 261 spoke on PSC #4126-02/03.

Action: PSC #4125-02/03 withdrawn at the request of the Department of Public Works. (Vote of 5 to 0)

Postpone PSC #4126-02/03 to the meeting of June 16, 2003. The Department of Public Works to provide additional information. (Vote of 5 to 0)

Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0357-03-1 Seniority Date adjustments for Informational Technology Classes Represented by M.E.A. and I.F.P.T.E. Local 21. (Item No. 8)

Speakers: Spike Kahn, IFPTE Local 21

Action: Adopt report; approve the request to credit prior service of current employees in accordance with the arbitrator's mediated award; authorize the Human Resources Director to take administrative action to implement the intent of this Commission action to credit prior service and adjust employee and DHR records accordingly, and provide the final list to the Executive Officer, Civil Service Commission; and notify the affected employees and employee organizations, when the adjusted dates have been calculated. (Vote of 5 to 0)

0354-03-5 Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (Item No. 9)

Speakers: None.

Action: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through December 31, 2003, upon agreement with the affected employee organizations. (Vote of 5 to 0)

0355-03-5 **Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (Item No. 10)**

Speakers: None.

Action: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2003, upon agreement with the affected employee organizations. (Vote of 5 to 0)

0356-03-5 **Proposed Amendments to Civil Service Commission Rules: Volume I – Rule 114 - Appointments to add Article IX - Director of Elections. (Item No. 11)**

May 5, 2003: Post for adoption.

Action: Postpone to the meeting of June 16, 2003 at the request of the Deputy City Attorney. (Vote of 5 to 0)

0305-02-4 **Appeal by Lilian Capuli of the rejection of application for Principal Administrative Analyst (Job Code 1824). (Item No. 12)**

May 5, 2003: Postpone to the meeting of June 2, 2003 at the request of the Department of Human Resources.

Speakers: None.

Action: Off calendar. (Vote of 5 to 0)

1082-02-4 **Appeal by Tim Gallagher of the minimum qualifications and status of the application for Environmental Specialist (Job Code 5640). (Item No. 13)**

May 5, 2003: Postpone to the meeting of June 2, 2003. The Civil Service Commission requested additional information and directed the Department of Human Resources to review the position currently occupied by the appellant.

Speakers:
Ana Borja-Valdes, Department of Human Resources
Jared Blumenfeld, Department of the Environment
Tim Gallagher, Appellant
Ann Courtright, DPO Department of the Environment
Kathy Mallegini, Port
Carol Bach, Port
David Assmann, Department of the Environment

Action: Deny appeal of the minimum qualifications for class 5640 Environmental Specialist and deny request to qualify Mr. Gallagher's application for class 5640. (Vote of 3 to 2; Commissioners Gorrono and Casper dissent.)

0169-02-4 **Appeal by John Faiello of the background investigation and rejection of application for Personnel Analyst (Job Code 1241) San Francisco Police Department. (Item No. 14)**

Speakers: None.

Action: Sustain the recommendation of the San Francisco Police Department and the Department of Human Resources' decision to reject John P. Faiello as 1241 Personnel Analyst. (Vote of 5 to 0) Mr. Faiello failed to appear.

0306-03-4 **Appeal by Noel Parangan of the background investigation and rejection of application for Police Officer (Job Code Q - 2) San Francisco Police Department. (Item No. 15)**

Speakers:
Lt. Daniel Mahoney, San Francisco Police Department
Noel Parangan, Appellant

Action: Sustain the recommendation of the San Francisco Police Department and the Department of Human Resources' decision to reject Noel Parangan as Q - 2 Police Officer. (Vote of 5 to 0)

Department of Human Resources Budget Affecting Merit System Activities. (Item No. 0358-03-1)

Speakers: Andrea Gourdine, Human Resources Director

Action: Accept report. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

4:49 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed

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Monday, June 16, 2003

1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
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MORGAN R. GORRONO
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.8 (a)(3)) and pursuant to California Government Code Section (54956.9) – Conference with Legal Counsel – Pending Litigation. (Action Item)

A) CONFERENCE WITH LEGAL COUNSEL IN PENDING LITIGATION
San Francisco Fire Fighters, Local 798, International Association of Fire Fighters AFL-CIO vs. City & County of San Francisco Civil Service Commission, State of California, Superior Court No. 03-50325 (Discussion Item)

Recommendation: Open for Discussion.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: *Documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

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LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed

Monday, June 16, 2003
1:00 p.m.

I. The Special Meeting was called to order at 1:08 p.m.

Present:
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas Ng
Commissioner Linda Richardson
Commissioner Rosabella Safont

Commissioner Gorrono presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10 (d) and pursuant to California Government Code Section (54956.9) – Conference with Legal Counsel – Existing Litigation. (Action Item)

Action: The Commission voted to conduct a closed session. (Vote of 5 to 0)

Closed Session started at 1:10 p.m. in City Hall, Room 400 and the following were present:

Morgan R. Gorrono, President, CSC
Rosabella Safont, Vice President
Donald A. Casper, Commissioner
Thomas T. Ng, Commissioner
Linda Richardson, Commissioner

Denise Cannonier-Craig, Department of Human Resources
Kate Favetti, Executive Officer, CSC
Andrea Gourdine, Department of Human Resources (arrived close to the end of Item III-A)
Lizzette Henríquez, Civil Service Commission
Linda Ross, City Attorney's Office
Anita Sanchez, Assistant Executive Officer, CSC
Paul Zarefsky, City Attorney's Office

Closed Session ended at 1:59 p.m.

IV. Reconvened in open session at 2: 01 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a). (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 5 to 0)

V. Adjournment.

2:02 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
June 16, 2003

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4^{th}) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 ½-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

H. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

I. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

J. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 – 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 16, 2003
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Thomas T. Ng
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of June 2, 2003

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0353-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4126-02/03	Public Works	$4,800,000	Will provide services including development, implementation, and administration of a Temporary Employment Program to provide eligible Welfare-to-Work participants with paid transitional work experience to obtain the skills needed to become employable.	Regular	06/30/07

June 2, 2003: Postpone to the meeting of June 16, 2003. Additional information to be provided by the Department of Public Works.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0400-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4128-02/03	Public Utilities Commission (Hetch Hetchy & Bureaus)	$825,000	Will represent the city before federal legislative, administrative, and regulatory agencies on matters concerning water supply, wastewater treatment, energy matters, and natural resources.	Regular	06/30/06
4129-02/03	Public Utilities Commission (Water)	$750,000	Will provide architect-engineer design and consulting services to prepare preliminary power plant designs to support permitting of LM6000 gas turbine power projects and obtain an approved Application for Certification from the California Energy Commission.	Regular	07/14/06
4130-02/03	Public Utilities Commission (Water)	$1,500,000	Will provide environmental consulting services with experience in the permitting of LM6000 gas turbine power projects to prepare, submit, and obtain an approved Application for Certification from the California Energy Commission.	Regular	07/14/06
4131-02/03	Public Health	$4,800,000	Will implement a new generation of healthcare information systems and transition key Department of Public Health operational areas including Patient Registration, Scheduling, Accounting, Clinical Care Planning and Electronic Medical Records.	Regular	06/30/07

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4132-02/03	Mayor's-Business & Economic Development-TI	$302,500	Will provide environmental remediation services in support of an Early Transfer of former naval station Treasure Island from the Navy to the Authority.	Regular	06/30/04
4133-02/03	Airport	$1,236,926	Will provide for additional design services required during construction of the Parking Garages and Concourse H for changes to the Fire Pump Flue Design and the Deluge System Graphics, as requested by the Airport.	Regular	07/31/03
4127-01/02	Airport	Increase Amount $100,000 New Amount $300,000	Will continue to examine specific low frequency noise and vibration implications as part of the Environmental Impact Report for the runway modernization program, as required by the State of California Environmental Quality Act.	Regular	12/31/04

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Municipal Transportation Agency's Provisional Appointment Report. (File No. 0401-03-1)

Recommendation: Adopt report.

(8) Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (File No. 0354-03-5) - Action Item

June 2, 2003: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through December 31, 2003, upon agreement with the affected employee organizations.

Recommendation: Adopt.

(9) Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (File No. 0355-03-5) - Action Item

June 2, 2003:	Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2003, upon agreement with the affected employee organizations.
Recommendation:	Adopt.

(10) Proposed Amendments to Civil Service Commission Rules: Volume I – Rule 114 - Appointments to add Article IX - Director of Elections. (File No. 0356-03-5) - Action Item

May 5, 2003:	Post for adoption.
June 2, 2003:	Postpone to the meeting of June 16, 2003 at the request of the Deputy City Attorney.
Recommendation:	Postpone to the meeting of July 7, 2003 at the request of the Deputy City Attorney.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(11) Application of Military Leave Salary While on Temporary Leave – Rule 120.25.7. (File No. 0405-03-5) – Action Item

Recommendation:	Adopt report.

HUMAN RESOURCES DIRECTOR'S REPORT

(12) Report of exempt appointments under Charter Categories 10.104-16 through 10.104-18. (File No. 0402-03-1) – Action Item

Recommendation:	Accept and file report.

(13) **Report of Charter Exempt positions under Charter Section 10.104-1 through 10.104-12. Request for Approval of two new Exempt Positions in Category 8, and Request for Approval to assign the correct Exempt Category to an existing Exempt Position. (File No. 0403-03-1) - Action Item**

Recommendation: Accept and file report.

(14) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(15) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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6/16/03

ORGAN R. GORRONO
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
June 16, 2003

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:08 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Thomas T. Ng	Present
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of June 2, 2003

Action: Approve. (Vote of 5 to 0)

ANNOUNCEMENTS

President Morgan Gorrono presented Commissioner Casper with a gavel plaque in recognition of his service as President from June 2002 to June 2003.

0353-03-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4126-02/03 *Over to 7/7/03*	Public Works	$4,800,000	Will provide services including development, implementation, and administration of a Temporary Employment Program to provide eligible Welfare-to-Work participants with paid transitional work experience to obtain the skills needed to become employable.	Regular	06/30/07

June 2, 2003: Postpone to the meeting of June 16, 2003. Additional information to be provided by the Department of Public Works.

Speakers:

Liz Lerma, Department of Public Works
Tom Harrison, Laborers Local 261
Jonathan Gomwalk, Interim Executive Director SLUG
Briana Moore Wirrom, Department of Human Services
Thomas McKay, former SLUG employee
Gerald Richmond, SLUG
Judith Argo, SEIU Local 790
Faye Roe, SEIU Local 790
Freddie Cavitt, SLUG
Tony Evans, SLUG participant
Robert Macias, SLUG

Action: Postpone to the meeting of July 7, 2003. Additional information to be provided by the Department of Public Works. (Vote of 5 to 0)

0400-03-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4128-02/03	Public Utilities Commission (Hetch Hetchy & Bureaus)	$825,000	Will represent the city before federal legislative, administrative, and regulatory agencies on matters concerning water supply, wastewater treatment, energy matters, and natural resources.	Regular	06/30/06
4129-02/03	Public Utilities Commission (Water)	$750,000	Will provide architect-engineer design and consulting services to prepare preliminary power plant designs to support permitting of LM6000 gas turbine power projects and obtain an approved Application for Certification from the California Energy Commission.	Regular	07/14/06
4130-02/03	Public Utilities Commission (Water)	$1,500,000	Will provide environmental consulting services with experience in the permitting of LM6000 gas turbine power projects to prepare, submit, and obtain an approved Application for Certification from the California Energy Commission.	Regular	07/14/06

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4131-02/03	Public Health	$4,800,000	Will implement a new generation of healthcare information systems and transition key Department of Public Health operational areas including Patient Registration, Scheduling, Accounting, Clinical Care Planning and Electronic Medical Records.	Regular	06/30/07
4132-02/03	Mayor's-Business & Economic Development-TI	$302,500	Will provide environmental remediation services in support of an Early Transfer of former naval station Treasure Island from the Navy to the Authority.	Regular	06/30/04
4133-02/03	Airport	$1,236,926	Will provide for additional design services required during construction of the Parking Garages and Concourse H for changes to the Fire Pump Flue Design and the Deluge System Graphics, as requested by the Airport.	Regular	07/31/03
4127-01/02 *Off calendar*	Airport	Increase Amount $100,000 New Amount $300,000	Will continue to examine specific low frequency noise and vibration implications as part of the Environmental Impact Report for the runway modernization program, as required by the State of California Environmental Quality Act.	Regular	12/31/04

Speakers: None.

Action: Take PSC #4127-01/02 off calendar at the request of the San Francisco International Airport. (Vote of 5 to 0)

Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0401-03-1 Municipal Transportation Agency's Provisional Appointment Report. (Item No. 7)

Speakers: None.

Action: Adopt report. (Vote of 5 to 0)

0354-03-5 **Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (Item No. 8)**

June 2, 2003: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through December 31, 2003, upon agreement with the affected employee organizations.

Speakers: None.

Action: Approve the extension of Rule 113, Article II, Section 113.2.2 – Expansion of Certification Rules, through December 31, 2003 for SEIU Local 250, IFPTE Local 21, and SEIU Local 790, excluding SEIU Local 535 until further notice. (Vote of 5 to 0)

0355-03-5 **Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (Item No. 9)**

June 2, 2003: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2003, upon agreement with the affected employee organizations.

Speakers: None.

Action: Approve the extension of Rule 413, Article II, Section 413.2.2 – Expansion of Certification Rules, through December 31, 2003 for SEIU Local 250, IFPTE Local 21, and SEIU Local 790, excluding SEIU Local 535 until further notice. (Vote of 5 to 0)

0356-03-5 **Proposed Amendments to Civil Service Commission Rules: Volume I – Rule 114 - Appointments to add Article IX - Director of Elections. (Item No. 10)**

May 5, 2003: Post for adoption.

June 2, 2003: Postpone to the meeting of June 16, 2003 at the request of the Deputy City Attorney.

Speakers: None.

Action: Postpone to the meeting of July 7, 2003 at the request of the Deputy City Attorney. (Vote of 5 to 0)

0405-03-5 **Application of Military Leave Salary While on Temporary Leave – Rule 120.25.7. (Item No. 11)**

Speakers: Ted Yamasaki, Department of Human Resources

Action: Adopt report. (Vote of 5 to 0)

0402-03-1 **Report of exempt appointments under Charter Categories 10.104-16 through 10.104-18. (Item No. 12)**

Speakers: None.

Action: Accept and file report. (Vote of 5 to 0)

0403-03-1 **Report of Charter Exempt positions under Charter Section 10.104-1 through 10.104-12. Request for Approval of two new Exempt Positions in Category 8, and Request for Approval to assign the correct Exempt Category to an existing Exempt Position. (Item No. 13)**

Speakers: Denise Cannonier-Craig, Department of Human Resources

Action: Postpone to the meeting of July 7, 2003 and request a representative from Community College District and the Rent Board to attend meeting. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

3:52 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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MORGAN R. GORRONO
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
July 7, 2003

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

COMMISSIONERS' NEW BUSINESS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_servic

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 ½-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

H. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

I. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

J. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
July 7, 2003
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Thomas T. Ng
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of June 16, 2003 – 1:00 p.m. Closed

Recommendation: Approve.

Regular Meeting of June 16, 2003

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matte shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will b limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior t the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0353-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4126-02/03	Public Works	$4,800,000	Will provide services including development, implementation, and administration of a Temporary Employment Program to provide eligible Welfare-to-Work participants with paid transitional work experience to obtain the skills needed to become employable.	Regular	06/30/07

June 2, 2003:	Postpone to the meeting of June 16, 2003. Additional information to be provided by the Department of Public Works.
June 16, 2003:	Postpone to the meeting of July 7, 2003. Additional information to be provided by the Department of Public Works.
Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0443-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4101-02/03	Public Utilities Commission (Water)	Increase Amount $125,000 New Amount $250,000	Will provide management of the implementation of a developed move plan, coordinate between multiple City departments, and participate in the consolidation of SFPUC staff from multiple locations in San Francisco.	Regular	12/31/03
4143-99/00	Child Support Services	Increase Amount $14,005,910 New Amount $38,640,190	Will provide computer systems project management, operation support, systems analysis, programming services and expert consulting required to maintain the Family Support Bureau's automated operating system (CASES).	Regular	06/30/04

Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Proposed Amendments to Civil Service Commission Rules: Volume I – Rule 114 - Appointments to add Article IX - Director of Elections. (File No. 0356-03-5) - Action Item

May 5, 2003:	Post for adoption.
June 2, 2003:	Postpone to the meeting of June 16, 2003 at the request of the Deputy City Attorney.
June 16, 2003:	Postpone to the meeting of July 7, 2003 at the request of the Deputy City Attorney.
Recommendation:	Postpone to the meeting of July 21, 2003 at the request of the Deputy City Attorney and Staff.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Reconsideration of the request for approval of proposed personal services contract. (File No. 0400-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4133-02/03	Airport	$1,236,926	Will provide for additional design services required during construction of the Parking Garages and Concourse H for changes to the Fire Pump Flue Design and the Deluge System Graphics, as requested by the Airport.	Regular	07/31/03

June 16, 2003:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.
Recommendation of the Executive Officer and Human Resources Director:	Reconsider PSC 4133-02/03; Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(9) Review of request for approval of proposed personal services contracts. (File No. 0445-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4134-02/03	Arts Commission	$1,211,979	Will perform "Summer In the City Concert Series" at Davies Symphony Hall and Sharon Meadow in Golden Gate Park, in accordance with the City Charter.	Annual	12/31/03

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

HUMAN RESOURCES DIRECTOR'S REPORT

(10) Report of Charter Exempt positions under Charter Section 10.104-1 through 10.104-12. Request for Approval of two new Exempt Positions in Category 8, and Request for Approval to assign the correct Exempt Category to an existing Exempt Position. (File No. 0403-03-1) - Action Item

June 16, 2003: Postpone to the meeting of July 7, 2003 and request a representative from Community College District and the Rent Board to attend meeting.

Recommendation: Open for discussion.

COMMISSIONERS' NEW BUSINESS

(11) Review of Pending Appeals Log as of June 30, 2003. (File No. 0444-03-1)

Recommendation: Open for discussion.

EXECUTIVE OFFICER'S REPORT

(12) **Update on Civil Service Commission Goals and Objectives for Fiscal Year 2002-2003 (File No. 0450-03-1)**

Recommendation: Open for discussion.

(13) **Report on various proposed Charter Amendments being considered by the Board of Supervisors. (File No. 0451-03-1)**

(1) Charter Amendment – Early Retirement Benefits to Employees in Classifications Identified for Layoff Due to the City's Fiscal Crisis - Charter Amendment (Second Draft) to add Sections A8.401 and A8.522 to provide early retirement benefits to Eligible employees (Mayor) (BOS File # 030855)

(2) Charter Amendment – Transferring the Police Department's functions, assets and operations to the Sheriff (Daly) Charter Amendment (Third Draft) to amend Section 6.105 and providing for the repeal of Section 4.109, to transfer the Police Department's functions, assets and operations to the Sheriff (BOS File # 030865)

(3) Charter Amendment – Ethics provisions to move various provisions into ordinances, to enact new provisions, to make technical changes, and to clarify ambiguities in existing provisions. (Ammiano) Charter amendment (Fourth Draft) to amend Sections 4.108, 4.109, 15.100, 15.103. 15.105, 16.118 and Article XVII, deleting Sections 15.104, 15.106, 15.108, C8.105 and adding Section 18.115 and Appendix Sections C9.106, C9.107, C9.108, C9.109, C9.110, C9.111, C9.112, C9.113, C9.114, C9.115, C9.116, C9.117, C9.118, C9.119, C9.120, C9.121, C9.122, C9.123, C9.124, C9.125, C9.126, and C9.127 to enact new conflict of interest provisions, to make technical changes, to move various provisions into ordinances, and to clarify existing provisions. (BOS File #030681)

Recommendation: Open for discussion.

(14) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(15) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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7/03

MORGAN R. GORRONO
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
July 7, 2003

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:05 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Thomas T. Ng	Present
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of June 16, 2003 – 1:00 p.m. Closed

Action: Approve. (Vote of 5 to 0)

Regular Meeting of June 16, 2003

Action: Approve. (Vote of 5 to 0)

0353-03-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4126-02/03	Public Works	$4,800,000	Will provide services including development, implementation, and administration of a Temporary Employment Program to provide eligible Welfare-to-Work participants with paid transitional work experience to obtain the skills needed to become employable.	Regular	06/30/05

June 2, 2003: Postpone to the meeting of June 16, 2003. Additional information to be provided by the Department of Public Works.

June 16, 2003: Postpone to the meeting of July 7, 2003. Additional information to be provided by the Department of Public Works.

Speakers:

Ed Lee, Director Department of Public Works
Trent Rhorer, Director Department of Human Services
Sylvia Alvarez-Lynch, SEIU Local 790 presented information on behalf of John Cone and on her own behalf, opposed the contract because it sees only one segment of the community and should have diversity.
Judith Argo, SEIU Local 790 representative who is being laid off spoke against approving the contract.
Jonathan Gomwalk, Interim Executive Director SLUG, SLUG helps clients overcome problems to be employable and spoke in favor of approving the contract.
Harold Watkins, SLUG employee supports the program and hope the Commission will approve the contract.
Lawrence Bell, SLUG participant states the program is helping him to stand up and take responsibility for his actions.
Tom Harrison, Laborers Local 261 urges not to renew contract due to difficult economic times and its impact on permanent City employees.
Maria Victa, Public Utilities Commission expressed her support for laid off worker Judith Argo and feels the contract should not be approved.
Oscar Holland, SLUG employee and PACE graduate spoke in support of the program.
Alda Spraggins, Department of Public Works Environmental Control Officer supports "no contracting out" in view of citywide layoffs.
Michael Garcia, SLUG employee for six months praised SLUG for the positive impact the program has had on him.

0353-03-8 (continued)

Action: Adopt Human Resources Director's report, approving the contract for two (2) years in duration (July 1, 2003 through June 30, 2005);. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 2; Commissioners Safont and Ng dissent.)

0443-03-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4101-02/03	Public Utilities Commission (Water)	Increase Amount $125,000 New Amount $250,000	Will provide management of the implementation of a developed move plan, coordinate between multiple City departments, and participate in the consolidation of SFPUC staff from multiple locations in San Francisco.	Regular	12/31/03
4143-99/00	Child Support Services	Increase Amount $14,005,910 New Amount $38,640,190	Will provide computer systems project management, operation support, systems analysis, programming services and expert consulting required to maintain the Family Support Bureau's automated operating system (CASES).	Regular	06/30/04

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0356-03-5 **Proposed Amendments to Civil Service Commission Rules: Volume I – Rule 114 - Appointments to add Article IX - Director of Elections. (Item No. 7)**

May 5, 2003: Post for adoption.

June 2, 2003: Postpone to the meeting of June 16, 2003 at the request of the Deputy City Attorney.

June 16, 2003: Postpone to the meeting of July 7, 2003 at the request of the Deputy City Attorney.

Speakers: None.

Action: Postpone to the meeting of July 21, 2003 at the request of the Deputy City Attorney and Staff. (Vote of 5 to 0)

0400-03-8 **Reconsideration of the request for approval of proposed personal services contract. (Item No. 8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4133-02/03	Airport	$1,236,926	Will provide for additional design services required during construction of the Parking Garages and Concourse H for changes to the Fire Pump Flue Design and the Deluge System Graphics, as requested by the Airport.	Regular	07/31/03

June 16, 2003: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

Speakers: Ray Quesada, San Francisco International Airport
Gabe Karol, San Francisco International Airport
Vitus Leung, IFPTE Local 21

Action: Reconsider PSC 4133-02/03; Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0445-03-8 **Review of request for approval of proposed personal services contracts. (Item No. 9)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4134-02/03	Arts Commission	$1,211,979	Will perform "Summer In the City Concert Series" at Davies Symphony Hall and Sharon Meadow in Golden Gate Park, in accordance with the City Charter.	Annual	12/31/03

Speakers: Nancy Gonchar, Arts Commission

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0403-03-1 **Report of Charter Exempt positions under Charter Section 10.104-1 through 10.104-12. Request for Approval of two new Exempt Positions in Category 8, and Request for Approval to assign the correct Exempt Category to an existing Exempt Position. (Item No. 10)**

June 16, 2003: Postpone to the meeting of July 7, 2003 and request a representative from Community College District and the Rent Board to attend meeting.

Speakers: Denise Cannonier-Craig, Department of Human Resources
Joe Grubb, Executive Director Rent Board
Clara Starr, Community College District

Action: Accept and file report; Approve 1458 Legal Secretary I, Rent Board exempt position (Vote of 5 to 0); Approve exempt position for San Francisco Community College District.
(Vote of 5 to 0)

0444-03-1 **Review of Pending Appeals Log as of June 30, 2003. (Item No. 11)**

Speakers: Kate Favetti, Executive Officer Civil Service Commission

Action: Accept and file report. (Vote of 5 to 0)

0450-03-1 **Update on Civil Service Commission Goals and Objectives for Fiscal Year 2002-2003 (Item No. 12)**

Speakers: Kate Favetti, Executive Officer Civil Service Commission

Action: Accept report; file. Strategic Planning Retreat scheduled for Friday, August 15, 2003 from 8:00 a.m. to 11:30 a.m.
(Vote of 5 to 0)

0451-03-1 **Report on various proposed Charter Amendments being considered by the Board of Supervisors. (Item No. 13)**

(1) Charter Amendment – Early Retirement Benefits to Employees in Classifications Identified for Layoff Due to the City's Fiscal Crisis - Charter Amendment (Second Draft) to add Sections A8.401 and A8.522 to provide early retirement benefits to Eligible employees (Mayor) (BOS File # 030855)

(2) Charter Amendment – Transferring the Police Department's functions, assets and operations to the Sheriff (Daly) Charter Amendment (Third Draft) to amend Section 6.105 and providing for the repeal of Section 4.109, to transfer the Police Department's functions, assets and operations to the Sheriff (BOS File # 030865)

(3) Charter Amendment – Ethics provisions to move various provisions into ordinances, to enact new provisions, to make technical changes, and to clarify ambiguities in existing provisions. (Ammiano) Charter amendment (Fourth Draft) to amend Sections 4.108, 4.109, 15.100, 15.103. 15.105, 16.118 and Article XVII, deleting Sections 15.104, 15.106, 15.108, C8.105 and adding Section 18.115 and Appendix Sections C9.106, C9.107, C9.108, C9.109, C9.110, C9.111, C9.112, C9.113, C9.114, C9.115, C9.116, C9.117, C9.118, C9.119, C9.120, C9.121, C9.122, C9.123, C9.124, C9.125, C9.126, and C9.127 to enact new conflict of interest provisions, to make technical changes, to move various provisions into ordinances, and to clarify existing provisions. (BOS File #030681)

Speakers: Kate Favetti, Executive Officer Civil Service Commission

Action: Remove Item #2 from discussion; Accept report.
(Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Patrick Hannan inquired about the Firefighter (Job Code H – 2) eligible list due to expire in December 2003 and whether it can be extended. Human Resources Director Andrea Gourdine will look into it and report to him.

ADJOURNMENT

4:24 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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COMMISSIONER

THOMAS T. NG
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
July 21, 2003

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

COMMISSIONERS' NEW BUSINESS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 ½-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

H. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

I. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

J. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 – 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
July 21, 2003
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Thomas T. Ng
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of July 7, 2003

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0470-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1012-03/04	Human Resources	$650,000	Will provide health benefit plan actuarial and consulting services as required by the City Charter.	Annual	06/30/04
1013-03/04	Human Resources	$110,000	Will administer Management Cafeteria Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.	Annual	06/30/04
1014-03/04	Human Resources	$250,000	Will provide as-needed coverage for City Health Plan claims processing, adjudication and necessary payment adjustments. Will also provide support during periods of peak work loads as well as support required due to the attrition of permanent staff.	Annual	06/30/04
1015-03/04	Human Resources	$90,000	Will administer COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits for eligible resigned, laid-off and separated members of the Health Service System, in compliance with federal regulations.	Annual	06/30/04
1016-03/04	Human Resources	$85,000	Will administer the Flexible Spending Account program for eligible CCSF and CCD employees, including maintaining required IRS tax reporting records, sending quarterly account statements and adjudicating claims for reimbursement within IRS guidelines.	Annual	06/30/04
1017-03/04	Human Resources	$65,000	Will design, write, publish and distribute a monthly Total Wellness Newsletter for enrolled City Plan members. Will also maintain an accurate and up-to-date home mailing list for approximately 9,000 City Plan enrollees.	Annual	06/30/04

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Proposed Amendments to Civil Service Commission Rules: Volume I – Rule 114 - Appointments to add Article IX - Director of Elections. (File No. 0356-03-5) - Action Item

May 5, 2003:	Post for adoption.
June 2, 2003:	Postpone to the meeting of June 16, 2003 at the request of the Deputy City Attorney.
June 16, 2003:	Postpone to the meeting of July 7, 2003 at the request of the Deputy City Attorney.
July 7, 2003:	Postpone to the meeting of July 21, 2003 at the request of the Deputy City Attorney and Staff.
Recommendation:	Adopt.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Request to Designate Class 1842 Management Assistant as Promotive for Layoff Purposes. (File No. 0400-03-8) – Action Item

Recommendation of the Human Resources Director:	Adopt.

(8) Survey of Monthly Rates Paid to Police Officers and Firefighters in all Cities of 350,000 or More in the State of California. (File No. 0428-03-3) – Action Item

Recommendation of the Human Resources Director:	Adopt report; Transmit rates to the Retirement System in accordance with Charter Section A8.590.1 – A8.590-7; Provide report to the Board of Supervisors.

(9) **Appeal by Steven Bragg of the rejection of his application for Senior Administrative Analyst (Job Code 1823). (File No. 0916-02-4) - Action Item**

Recommendation of the Human Resources Director:	Deny appeal of the rejection of application for Class 1823 Senior Administrative Analyst filed by Steven Bragg.

(10) **Appeal by Spike Kahn of the Renewal of PSC #3021-02/03. (File No. 0165-03-8) - Action Item**

Recommendation of the Human Resources Director & the Mayor's Office of Housing:	Adopt report. Notify the offices of the Controller and the Purchaser.

(11) **Appeal by Kathleen Kovac of the Human Resources Director's determination regarding a complaint of discrimination. (File No. 0299-03-6)**

Recommendation of the Human Resources Director:	Adopt report. Sustain the decision of the Human Resources Director; deny appeal by Kathleen Kovac.

(12) **Appeal by Salvador Monico of the Human Resources Director's determination regarding a hostile work environment complaint. (File No. 0225-03-6)**

Recommendation of the Human Resources Director:	Adopt report. Sustain decision of Human Resources Director; deny appeal by Salvador Monico.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION – APPELLANTS APPEARING ON THE SEPARATIONS AGENDA
As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(13) **Determination of future employability: Release from temporary exempt appointment of Ayanda Lumpkin, Clerk (Job Code 1404) Department of Building Inspection. (File No. 0234-03-7) - Action Item**

Recommendation of DBI and the Human Resources Director:	Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

COMMISSIONERS' NEW BUSINESS

(14) **Merit System Policies and Rules on Verification and Minimum Qualifications for Employment, Falsification of Applicant Information and Application of Policies and Rules by all City Departments, including the Department of Building Inspection. (File No. 0473-03-4) – Action Item**

Recommendation: Open for discussion.

(15) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(16) **ADJOURNMENT**

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MORGAN R. GORRONO
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

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Regular Meeting
July 21, 2003

2:00 P.M.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:07 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Thomas T. Ng	Present
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Morgan Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Criss Romero, IFPTE Local 21 spoke on Item # 5 – Personal Services Contracts concerning the amounts as well as the nature of the work in relation to recent layoffs at the Department of Human Resources.

APPROVAL OF MINUTES

Regular Meeting of July 7, 2003

Action: Approve. (Vote of 5 to 0)

0470-03-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1012-03/04	Human Resources	$650,000	Will provide health benefit plan actuarial and consulting services as required by the City Charter.	Annual	06/30/04
1013-03/04	Human Resources	$110,000	Will administer Management Cafeteria Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.	Annual	06/30/04
1014-03/04	Human Resources	$250,000	Will provide as-needed coverage for City Health Plan claims processing, adjudication and necessary payment adjustments. Will also provide support during periods of peak work loads as well as support required due to the attrition of permanent staff.	Annual	06/30/04
1015-03/04	Human Resources	$90,000	Will administer COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits for eligible resigned, laid-off and separated members of the Health Service System, in compliance with federal regulations.	Annual	06/30/04
1016-03/04	Human Resources	$85,000	Will administer the Flexible Spending Account program for eligible CCSF and CCD employees, including maintaining required IRS tax reporting records, sending quarterly account statements and adjudicating claims for reimbursement within IRS guidelines.	Annual	06/30/04
1017-03/04	Human Resources	$65,000	Will design, write, publish and distribute a monthly Total Wellness Newsletter for enrolled City Plan members. Will also maintain an accurate and up-to-date home mailing list for approximately 9,000 City Plan enrollees.	Annual	06/30/04

Speakers: Criss Romero, IFPTE Local 21
Marsha Stroope, Department of Human Resources
Kerry Ko, Departmental Personnel Officer-DHR
Jeffrey J. Hildebrant, Health Service Systems

Action: Postpone to the meeting of August 4, 2003. (Vote of 4 to 1; Commissioner Casper dissents.)

0356-03-5 **Proposed Amendments to Civil Service Commission Rules: Volume I – Rule 114 - Appointments to add Article IX - Director of Elections. (Item No. 6)**

May 5, 2003: Post for adoption.

June 2, 2003: Postpone to the meeting of June 16, 2003 at the request of the Deputy City Attorney.

June 16, 2003: Postpone to the meeting of July 7, 2003 at the request of the Deputy City Attorney.

July 7, 2003: Postpone to the meeting of July 21, 2003 at the request of the Deputy City Attorney and Staff.

Speakers: None.

Action: Postpone to the meeting of August 4, 2003 at the request of the Deputy City Attorney and Staff. (Vote of 5 to 0)

0400-03-8 **Request to Designate Class 1842 Management Assistant as Promotive for Layoff Purposes. (Item No. 7)**

Speakers: None.

Action: Adopt. (Vote of 5 to 0)

0428-03-3 **Survey of Monthly Rates Paid to Police Officers and Firefighters in all Cities of 350,000 or More in the State of California. (Item No. 8)**

Speakers: Janet Bosnich, Department of Human Resources

Action: Adopt report; Transmit rates to the Retirement System in accordance with Charter Section A8.590.1 – A8.590-7; Provide report to the Board of Supervisors. (Vote of 5 to 0)

0916-02-4 **Appeal by Steven Bragg of the rejection of his application for Senior Administrative Analyst (Job Code 1823). (Item No. 9)**

Speakers: Karen Taylor, Department of Human Resources
Steven Bragg, Appellant

Action: Grant the appeal by Steven Bragg. (Vote of 4 to 1; Commissioner Safont dissents.)

0165-03-8 **Appeal by Spike Kahn of the Renewal of PSC #3021-02/03. (Item No. 10)**

Speakers: None.

Action: Appeal withdrawn by IFPTE Local 21; Adopt report; Approve renewal of contract. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0299-03-6 **Appeal by Kathleen Kovac of the Human Resources Director's determination regarding a complaint of discrimination. (Item No. 11)**

Speakers: None.

Action: Postpone to the meeting of August 4, 2003 at the request of Civil Service Commission Staff. (Vote of 5 to 0)

0225-03-6 **Appeal by Salvador Monico of the Human Resources Director's determination regarding a hostile work environment complaint. (Item No. 12)**

Speakers: None.

Action: Adopt report. Sustain decision of Human Resources Director; deny appeal by Salvador Monico. (Vote of 5 to 0) Mr. Monico failed to appear.

0234-03-7 **Determination of future employability: Release from temporary exempt appointment of Ayanda Lumpkin, Clerk (Job Code 1404) Department of Building Inspection. (Item No. 13)**

Speakers: None.

Action: Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco. (Vote of 5 to 0). Ms. Lumpkin failed to appear.

0473-03-4 **Merit System Policies and Rules on Verification and Minimum Qualifications for Employment, Falsification of Applicant Information and Application of Policies and Rules by all City Departments, including the Department of Building Inspection. (Item No. 14)**

Speakers: John Marquez, Departmental Personnel Officer-DBI

Action: Directed the Department of Building Inspection Departmental Personnel Officer to provide Executive Officer verification of employee minimum qualifications and references for those hired by Department of Building Inspection through the registry. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Commissioner Casper inquired whether the Civil Service Commission should take a look into the subject of the Expediters in the Department of Building Inspection to see what they are doing, and more specifically, if they are performing any work which is in the province of a classification in our Merit System.

ADJOURNMENT

4:11 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

Monday, August 4, 2003
1:00 p.m.

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Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
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PLEASE NOTE LOCATION!!!

MORGAN R. GORRONO
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (California Government Code 54957.6 and San Francisco Administrative Code Section 67.10 (e).) (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION/POSSIBLE ACTION ITEM)
Kate Favetti, Executive Officer, CSC
Miscellaneous Employees
Organization: Municipal Executives Association

Anticipated issue under negotiation:

- Civil Service Commission Rule 114
  - To Add Article IX: Director of Elections

The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

IV. Reconvene in open session:

A) Possible Report on Action taken in closed session.

B) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (ACTION ITEM)

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 07/31/03

Notice of Commission Hearing Policies and Procedures

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B. Policy Requiring Written Reports

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C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

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E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

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All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

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Information on Disability Access

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ORGAN R. GORRONO
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

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Monday, August 4, 2003
1:00 p.m.

I. The Special Meeting was called to order at 1:08 p.m.

Present: Commissioner Donald A. Casper
Commissioner Thomas Ng
Commissioner Linda Richardson (Not present for Items I, II and part of III)
Commissioner Rosabella Safont
Excused: Commissioner Morgan R. Gorrono

Commissioner Safont presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (California Government Code 54957.6 and San Francisco Administrative Code Section 67.10 (e).) (ACTION ITEM)

Action: The Commission voted to conduct a closed session.
(Vote of 3 to 0)

Closed Session started at 1:22 p.m. in City Hall, Room 400 and the following were present:

Rosabella Safont, Vice President, CSC
Donald A. Casper, Commissioner
Thomas Ng, Commissioner
Linda Richardson, Commissioner (Arrived at 1:45 p.m. during Item III-A)
Kate Favetti, Executive Officer, CSC
Lizzette Henríquez, Civil Service Commission
Anita Sanchez, Assistant Executive Officer, CSC
Paul Zarefsky, Deputy City Attorney

IV. Reconvened in open session at 2:16 p.m.

II. Adjournment.

2:16 p.m.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

4/03

MORGAN R. GORRONO
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
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AGENDA

Regular Meeting
of
August 4, 2003

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 4, 2003
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Thomas T. Ng
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of July 21, 2003

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0470-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1012-03/04	Human Resources	$650,000	Will provide health benefit plan actuarial and consulting services as required by the City Charter.	Annual	06/30/04
1013-03/04	Human Resources	$110,000	Will administer Management Cafeteria Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.	Annual	06/30/04
1014-03/04	Human Resources	$250,000	Will provide as-needed coverage for City Health Plan claims processing, adjudication and necessary payment adjustments. Will also provide support during periods of peak work loads as well as support required due to the attrition of permanent staff.	Annual	06/30/04
1015-03/04	Human Resources	$90,000	Will administer COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits for eligible resigned, laid-off and separated members of the Health Service System, in compliance with federal regulations.	Annual	06/30/04
1016-03/04	Human Resources	$85,000	Will administer the Flexible Spending Account program for eligible CCSF and CCD employees, including maintaining required IRS tax reporting records, sending quarterly account statements and adjudicating claims for reimbursement within IRS guidelines.	Annual	06/30/04
1017-03/04	Human Resources	$65,000	Will design, write, publish and distribute a monthly Total Wellness Newsletter for enrolled City Plan members. Will also maintain an accurate and up-to-date home mailing list for approximately 9,000 City Plan enrollees.	Annual	06/30/04

July 21, 2003:	Postpone to the meeting of August 4, 2003.
Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0511-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-03/04	Public Health	$660,000	Will provide on-call, as-needed, back-up medical transcription services whenever there is a backlog of work in the various divisions of the Department of Public Health's Community Health Network.	Regular	06/30/05
4001-03/04	Public Health	$3,400,000	Will provide highly specialized medical and surgical subspecialty services to medically indigent adults.	Regular	06/30/05
4002-03/04	Public Health	$100,000	Will provide fiscal and programmatic services for a variety of as-needed community planning, support and service projects.	Regular	06/30/04
4003-03/04	Public Utilities Commission (Hetch Hetchy & Bureaus)	$105,000	Will provide garbage and refuse collection services for Hetch Hetchy Water & Power at Moccasin, California in Tuolumne County.	Regular	06/30/05
4004-03/04	Airport	$240,000	Will continue to develop and implement a strategic marketing alliance with the Airport through joint offices in Shanghai, Peoples Republic of China, and in Tokyo, Japan.	Regular	06/30/04
4005-03/04	Airport	$180,000	Will provide SamTrans owl bus service between SFO and San Francisco to the north and Palo Alto to the South.	Regular	06/30/04
4006-03/04	Building Inspection	$150,000	Will provide communication service between Point of Sales (POS) software system and the credit card processor through a qualified vendor, who will provide custom transaction processing service in conjunction with software developed for the POS network.	Regular	06/30/04
4007-03/04	Municipal Transportation Agency	$65,000	Will provide coordination of grant contract between Municipal Railway Improvement Fund and State EDD for purposes of the "Career Ladder" program grant.	Regular	06/30/04
4008-03/04	Public Works	$470,000	Will provide and coordinate a tree planting program which includes maintaining trees on public streets and planting trees in privately-maintained corridors to be maintained by the property owner.	Regular	06/30/04
4009-03/04	Public Works	Increase Amount $19,650 New Amount $69,650	Will provide contract administration services to include digital artwork, submittal review, installation coordination and punch list review for the project.	Regular	07/01/04

Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

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(7) Proposed Amendments to Civil Service Commission Rules: Volume I – Rule 114 - Appointments to add Article IX - Director of Elections. (File No. 0356-03-5) - Action Item

May 5, 2003:	Post for adoption.
June 2, 2003:	Postpone to the meeting of June 16, 2003 at the request of the Deputy City Attorney.
June 16, 2003:	Postpone to the meeting of July 7, 2003 at the request of the Deputy City Attorney.
July 7, 2003:	Postpone to the meeting of July 21, 2003 at the request of the Deputy City Attorney and Staff.
July 21, 2003:	Postpone to the meeting of August 4, 2003 at the request of the Deputy City Attorney and Staff.
Recommendation:	Adopt.

(8) Appeal by Pefia Fatu of the Human Resources Director's determination regarding a complaint of discrimination. (File No. 1010-02-6)

Recommendation: Postpone to the meeting of August 18, 2003.

(9) Appeal by Rita Faye Weikal of the Human Resources Director's determination regarding a complaint of discrimination. (File No. 0305-03-6)

Recommendation: Postpone to the meeting of August 18, 2003.

(10) **Appeal by Kathleen Kovac of the Human Resources Director's determination regarding a complaint of discrimination. (File No. 0299-03-6)**

July 21, 2003:	Postpone to the meeting of August 4, 2003 at the request of Civil Service Commission staff.
Recommendation:	Postpone to the meeting of August 18, 2003 at the request of the Department of Human Resources.

(11) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(12) **ADJOURNMENT**

/13

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ORGAN R. GORRONO
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
August 4, 2003

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.

AUG 0 6 2003

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CALL TO ORDER

2:19 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Excused
Commissioner Thomas T. Ng	Present
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Rosabella Safont presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of July 21, 2003

Action: Approve. (Vote of 4 to 0)

ANNOUNCEMENTS:

The Regular Meeting of September 1, 2003 is cancelled due to the Labor Day holiday. A Special Meeting will be held on Tuesday, September 2, 2003 at 9:00 a.m. in Room 416, City Hall, 1 Dr. Carlton B. Goodlett Place.

0470-03-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1012-03/04	Human Resources	$650,000	Will provide health benefit plan actuarial and consulting services as required by the City Charter.	Annual	06/30/04
1013-03/04	Human Resources	$110,000	Will administer Management Cafeteria Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.	Annual	06/30/04
1014-03/04	Human Resources	$250,000	Will provide as-needed coverage for City Health Plan claims processing, adjudication and necessary payment adjustments. Will also provide support during periods of peak work loads as well as support required due to the attrition of permanent staff.	Annual	06/30/04
1015-03/04	Human Resources	$90,000	Will administer COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits for eligible resigned, laid-off and separated members of the Health Service System, in compliance with federal regulations.	Annual	06/30/04
1016-03/04	Human Resources	$85,000	Will administer the Flexible Spending Account program for eligible CCSF and CCD employees, including maintaining required IRS tax reporting records, sending quarterly account statements and adjudicating claims for reimbursement within IRS guidelines.	Annual	06/30/04
1017-03/04	Human Resources	$65,000	Will design, write, publish and distribute a monthly Total Wellness Newsletter for enrolled City Plan members. Will also maintain an accurate and up-to-date home mailing list for approximately 9,000 City Plan enrollees.	Annual	06/30/04

July 21, 2003: Postpone to the meeting of August 4, 2003.

Speakers: Andrea Gourdine, Human Resources Director spoke on PSC #1012-03/04 through 1017-03/04.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0511-03-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-03/04 *Over to 8/18/03*	Public Health	$660,000	Will provide on-call, as-needed, back-up medical transcription services whenever there is a backlog of work in the various divisions of the Department of Public Health's Community Health Network.	Regular	06/30/05
4001-03/04	Public Health	$3,400,000	Will provide highly specialized medical and surgical subspecialty services to medically indigent adults.	Regular	06/30/05
4002-03/04 *Over to 8/18/03*	Public Health	$100,000	Will provide fiscal and programmatic services for a variety of as-needed community planning, support and service projects.	Regular	06/30/04
4003-03/04	Public Utilities Commission (Hetch Hetchy & Bureaus)	$105,000	Will provide garbage and refuse collection services for Hetch Hetchy Water & Power at Moccasin, California in Tuolumne County.	Regular	06/30/05
4004-03/04	Airport	$240,000	Will continue to develop and implement a strategic marketing alliance with the Airport through joint offices in Shanghai, Peoples Republic of China, and in Tokyo, Japan.	Regular	06/30/04
4005-03/04	Airport	$180,000	Will provide SamTrans owl bus service between SFO and San Francisco to the north and Palo Alto to the South.	Regular	06/30/04
4006-03/04 *Withdrawn*	Building Inspection	$150,000	Will provide communication service between Point of Sales (POS) software system and the credit card processor through a qualified vendor, who will provide custom transaction processing service in conjunction with software developed for the POS network.	Regular	06/30/04
4007-03/04 *Over to 8/18/03*	Municipal Transportation Agency	$65,000	Will provide coordination of grant contract between Municipal Railway Improvement Fund and State EDD for purposes of the "Career Ladder" program grant.	Regular	06/30/04
4008-03/04	Public Works	$470,000	Will provide and coordinate a tree planting program which includes maintaining trees on public streets and planting trees in privately-maintained corridors to be maintained by the property owner.	Regular	06/30/04
4009-03/04	Public Works	Increase Amount $19,650 New Amount $69,650	Will provide contract administration services to include digital artwork, submittal review, installation coordination and punch list review for the project.	Regular	07/01/04

0511-03-8 (continued)

Speakers: Tony Wolcott, Bureau of Urban Forestry and Cathrine Sneed spoke of PSC #4008-03/04.

Action:
(1) PSC #4006-03/04 withdrawn at the request of the Department of Building Inspection. (Vote of 4 to 0)
(2) Postpone PSC #4007-03/04 to the meeting of August 18, 2003 at the request of the Municipal Improvement Fund and TWU Local 250-A. (Vote of 4 to 0)
(3) Postpone PSC #4000-03/04 and PSC #4002-03/04 to the meeting of August 18, 2003. (Vote of 4 to 0)
(4) Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0356-03-5 Proposed Amendments to Civil Service Commission Rules: Volume I – Rule 114 -Appointments to add Article IX - Director of Elections. (Item No. 7)

May 5, 2003: Post for adoption.

June 2, 2003: Postpone to the meeting of June 16, 2003 at the request of the Deputy City Attorney.

June 16, 2003: Postpone to the meeting of July 7, 2003 at the request of the Deputy City Attorney.

July 7, 2003: Postpone to the meeting of July 21, 2003 at the request of the Deputy City Attorney and Staff.

July 21, 2003: Postpone to the meeting of August 4, 2003 at the request of the Deputy City Attorney and Staff.

Speakers: None.

Action: Postpone to the meeting of August 18, 2003. (Vote of 4 to 0)

1010-02-6 Appeal by Pefia Fatu of the Human Resources Director's determination regarding a complaint of discrimination. (Item No. 8)

Speakers: None.

Action: Postpone to the meeting of August 18, 2003. (Vote of 4 to 0)

0305-03-6 **Appeal by Rita Faye Weikal of the Human Resources Director's determination regarding a complaint of discrimination. (Item No. 9)**

Speakers: None.

Action: Postpone to the meeting of August 18, 2003. (Vote of 4 to 0)

0299-03-6 **Appeal by Kathleen Kovac of the Human Resources Director's determination regarding a complaint of discrimination. (Item No. 10)**

July 21, 2003: Postpone to the meeting of August 4, 2003 at the request of Civil Service Commission staff.

Speakers: None.

Action: Postpone to the meeting of August 18, 2003 at the request of the Department of Human Resources. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

The Executive Officer reminded the Commissioners of the Civil Service Commission Retreat on August 15, 2003 at 8:30 a.m. in Room 400, City Hall, 1 Dr. Carlton B. Goodlett Place.

ADJOURNMENT

2:45 p.m.

ORGAN F

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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DONALD A. CASPER
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KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Open Session

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Friday, August 15, 2003
8:30 a.m. – 11:30 Noon

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE ROOM LOCATION!!!

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Civil Service Commission Strategic Planning Retreat.

a) Commissioners have been provided with copies of Charter Sections 10.100 through 10.105, 8A.104 and A8.409, the Civil Service Commission Mission and Vision Statement and an Outline of Discussion. Additional relevant documents may be provided to the Civil Service Commissioners at the meeting.

IV. Adjournment.

Please Note: Documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Posted 8/11/03

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission

Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

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Information on Disability Access

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Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force,
1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting – Open Session

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Friday, August 15, 2003
8:30 a.m. – 11:30 a.m.

5/03

ORGAN R. GORRONO
PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. The Special Meeting was called to order at 8:40 a.m.

Present: Commissioner Donald A. Casper (arrived at 8:50 a.m. during Public Comment)
Commissioner Morgan R. Gorrono
Commissioner Thomas Ng
Commissioner Linda Richardson
Excused: Commissioner Alicia D. Becerril

Commissioner Gorrono presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

Sheriff Michael Hennessey addressed the Commission regarding his request to extend the eligible list and eligibility period for 8314 Deputy Chief for a second additional year.

Jackie Pun, Sheriff Department, supported Sheriff Hennessey's request.

Spike Kahn, IFPTE – Local 21, addressed the Commission regarding Personal Services Contracts notifications and changes to PSC Form I and work of the Government Efficiency Committee.

III. Civil Service Commission Strategic Planning Retreat.

1) Paul Zarefsky, Deputy City Attorney spoke on legal trends.
2) Marsha Stroope, Department of Human Resources
   Robert Pritchard, Department of Human Resources, spoke on Workforce Planning.
3) Monique Zmuda, Deputy Controller, spoke on economic trends and the fiscal outlook for the City.

IV. Adjournment

11:55 a.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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MORGAN R. GORRONO
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Closed Session

Monday, August 18, 2003
1:00 p.m.

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Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
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PLEASE NOTE LOCATION!!!

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (California Government Code 54957.6 and San Francisco Administrative Code Section 67.10 (e).) (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION/POSSIBLE ACTION ITEM)
Kate Favetti, Executive Officer, CSC
Miscellaneous Employees
Organization: Municipal Executives Association

Anticipated issue under negotiation:

- Civil Service Commission Rule 114
    - To Add Article IX: Director of Elections

The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

IV. Reconvene in open session:

A) Possible Report on Action taken in closed session.

B) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).)
(ACTION ITEM)

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 08/12/03

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COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting

Monday, August 18, 2003
1:00 p.m.

I. The Special Meeting was called to order at 1:14 p.m.

Present: Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas Ng
Commissioner Linda Richardson
Excused: Commissioner Alicia D. Becerril

Commissioner Gorrono presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (California Government Code 54957.6 and San Francisco Administrative Code Section 67.10 (e).) (ACTION ITEM)

Action: The Commission voted not to have a closed session and conduct an open session. (Vote of 4 to 0)

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION/POSSIBLE ACTION ITEM)
Kate Favetti, Executive Officer, CSC
Miscellaneous Employees
Organization: Municipal Executives Association

Anticipated issue under negotiation:

- Civil Service Commission Rule 114
    - To Add Article IX: Director of Elections

Action: Continue to September 15, 2003 Regular Meeting to be scheduled at the end of the Agenda.

IV. Adjournment.

2:17 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
August 18, 2003

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 18, 2003
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Thomas T. Ng
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of August 4, 2003 – 1:00 p.m. Closed Session

Recommendation: Approve.

Regular Meeting of August 4, 2003

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0511-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-03/04	Public Health	$660,000	Will provide on-call, as-needed, back-up medical transcription services whenever there is a backlog of work in the various divisions of the Department of Public Health's Community Health Network.	Regular	06/30/05
4002-03/04	Public Health	$100,000	Will provide fiscal and programmatic services for a variety of as-needed community planning, support and service projects.	Regular	06/30/04
4007-03/04	Municipal Transportation Agency	$65,000	Will provide coordination of grant contract between Municipal Railway Improvement Fund and State EDD for purposes of the "Career Ladder" program grant.	Regular	06/30/04

August 4, 2003:

1) Postpone PSC #4000-03/04 and 4002-03/04 to the meeting of August 18, 2003.
2) Postpone PSC 4007-03/04 to the meeting of August 18, 2003 at the request of the Municipal Improvement Fund and TWU Local 250-A.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0543-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4010-03/04	Human Services	$79,184	Will provide support services for the Department which include but limited to the following: legal process service, courier service, credit check, and recycling.	Regular	06/30/06
4011-03/04	Human Services	$500,000	Will provide employment skills training to employees and management for CalWORKS and other public assistance programs.	Regular	06/30/06

4012-03/04	Human Services	$8,000,000	Will provide security services for 12 department facilities consisting of controlling access to various areas, checking credentials of those seeking admittance, monitoring surveillance equipment, and responding to emergencies.	Regular	06/30/06
4013-03/04	Police	$300,000	Will provide outpatient mental health services to Police Department members and their families. Services will entail eight visits per family member per fiscal year and will be available throughout the United States.	Regular	06/30/04
4014-03/04	Airport	$65,000	Will procure and install equipment (gate arms, card readers, system software, etc.) needed to start a new premium parking program at the Airport.	Regular	09/30/03
4015-03/04	Airport	$500,000	Will develop and implement a strategic marketing plan for the San Francisco International Airport in order to increase revenues from airlines and concession tenants.	Regular	07/31/05
4016-03/04	Arts Commission	$990,000	Will prepare, fabricate and transport 114 artworks for 28 light rail platforms that are part of the new Third Street Light Rail System in San Francisco.	Regular	12/31/06
4017-03/04	Public Works	$2,200,000	Will perform environmental studies, preliminary engineering & right-of-way studies for the effects of building a new truck route between U.S. Highway 101 & redeveloped Hunters Point Shipyard.	Regular	09/29/05
4018-03/04	Public Health	$1,340,000	Will provide temporary laundry services for Laguna Honda Hospital. Services include picking up and processing soiled hospital laundry seven days per week, including holidays.	Regular	02/29/04
4019-03/04	Port	$714,000	Will design and construct an intermodal, movable bridge that allows combined freight rail and truck/auto traffic over Islais Creek to connect the Port's terminals located on both sides of the creek.	Regular	03/31/04
4020-03/04	Elections	$9,500,000	Will print Optech III-P Eagle ballots for the City and County of San Francisco pursuant to local, state and federal election laws.	Regular	06/30/07

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Proposed Amendments to Civil Service Commission Rules: Volume I – Rule 114 - Appointments to add Article IX - Director of Elections. (File No. 0356-03-5) - Action Item

May 5, 2003:	Post for adoption.
June 2, 2003:	Postpone to the meeting of June 16, 2003 at the request of the Deputy City Attorney.
June 16, 2003:	Postpone to the meeting of July 7, 2003 at the request of the Deputy City Attorney.
July 7, 2003:	Postpone to the meeting of July 21, 2003 at the request of the Deputy City Attorney and Staff.
July 21, 2003:	Postpone to the meeting of August 4, 2003 at the request of the Deputy City Attorney and Staff.
August 4, 2003:	Postpone to the meeting of August 18, 2003 at the request of the Deputy City Attorney and Staff.
Recommendation:	Adopt.

(8) Municipal Transportation Agency's Provisional Appointment Report. (File No. 0544-03-1) – Action Item

Recommendation: Adopt report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Appeal by Pefia Fatu of the Human Resources Director's determination regarding a complaint of discrimination. (File No. 1010-02-6)

August 4, 2003:	Postpone to the meeting of August 18, 2003.
Recommendation of the Human Resources Director:	Adopt report. Sustain decision of the Human Resources Director. Deny the appeal by Pefia Fatu.

(10) Appeal by Rita Faye Weikal of the Human Resources Director's determination regarding a complaint of discrimination. (File No. 0305-03-6)

August 4, 2003:	Postpone to the meeting of August 18, 2003.
Recommendation of the Human Resources Director:	Adopt report. Sustain decision of the Human Resources Director. Deny the appeal by Rita Faye Weikal.

(11) Appeal by Kathleen Kovac of the Human Resources Director's determination regarding a complaint of discrimination. (File No. 0299-03-6)

July 21, 2003:	Postpone to the meeting of August 4, 2003 at the request of Civil Service Commission staff.
August 4, 2003:	Postpone to the meeting of August 18, 2003.
Recommendation of the Human Resources Director:	Adopt report. Sustain decision of the Human Resources Director. Deny the appeal by Kathleen Kovac.

(12) Appeal by Richard Rothman of the rejection of application for Senior Administrative Analyst (Job Code 1823). (File No. 1055-02-4) – Action Item

Recommendation of the Human Resources Director:	Deny the appeal by Richard Rothman of the rejection of application for 1823 Senior Administrative Assistant.

(13) Appeal by Ricardo Paez of the Human Resources Director's decision in his sexual harassment complaint. (File No. 0352-03-6) – Action Item

Recommendation of the Human Resources Director:	Sustain decision of the Human Resources Director. Deny the appeal by Ricardo Paez.

HUMAN RESOURCES DIRECTOR'S REPORT

(14) **Report of Charter Exempt positions under Charter Section 10.104-1 through 10.104-12. Request for Approval of one new Exempt Position in Category 10. (File No. 0545-03-1) – Action Item**

Recommendation: Accept and file report.

(15) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(16) **ADJOURNMENT**

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 ½-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

H. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

I. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

J. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 – 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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MORGAN R. GORRONO
PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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MINUTES

Regular Meeting
August 18, 2003

2:00p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:19 p.m.

ROLL CALL

Commissioner Alicia D. Becerril	Excused
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Commissioner Thomas T. Ng	Present
Commissioner Linda Richardson	Present at 2:22 p.m. during Item #4

Commissioner Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of August 4, 2003 – 1:00 p.m. Closed Session

Action: Approve. (Vote of 3 to 0)

Regular Meeting of August 4, 2003

Action: Approve. (Vote of 3 to 0)

0511-03-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-03/04	Public Health	$660,000	Will provide on-call, as-needed, back-up medical transcription services whenever there is a backlog of work in the various divisions of the Department of Public Health's Community Health Network.	Regular	06/30/05
4002-03/04	Public Health	$100,000	Will provide fiscal and programmatic services for a variety of as-needed community planning, support and service projects.	Regular	06/30/04
4007-03/04	Municipal Transportation Agency	$65,000	Will provide coordination of grant contract between Municipal Railway Improvement Fund and State EDD for purposes of the "Career Ladder" program grant.	Regular	06/30/04

August 4, 2003:

1) Postpone PSC #4000-03/04 and 4002-03/04 to the meeting of August 18, 2003.
2) Postpone PSC 4007-03/04 to the meeting of August 18, 2003 at the request of the Municipal Improvement Fund and TWU Local 250-A.

Speakers: Galen Leung, Department of Public Health spoke on PSC #4000-03/04.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0543-03-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4010-03/04	Human Services	$79,184	Will provide support services for the Department which include but limited to the following: legal process service, courier service, credit check, and recycling.	Regular	06/30/06
4011-03/04	Human Services	$500,000	Will provide employment skills training to employees and management for CalWORKS and other public assistance programs.	Regular	06/30/06
4012-03/04	Human Services	$8,000,000	Will provide security services for 12 department facilities consisting of controlling access to various areas, checking credentials of those seeking admittance, monitoring surveillance equipment, and responding to emergencies.	Regular	06/30/06
4013-03/04	Police	$300,000	Will provide outpatient mental health services to Police Department members and their families. Services will entail eight visits per family member per fiscal year and will be available throughout the United States.	Regular	06/30/04

4014-03/04	Airport	$65,000	Will procure and install equipment (gate arms, card readers, system software, etc.) needed to start a new premium parking program at the Airport.	Regular	09/30/03
4015-03/04	Airport	$500,000	Will develop and implement a strategic marketing plan for the San Francisco International Airport in order to increase revenues from airlines and concession tenants.	Regular	07/31/05
4016-03/04	Arts Commission	$990,000	Will prepare, fabricate and transport 114 artworks for 28 light rail platforms that are part of the new Third Street Light Rail System in San Francisco.	Regular	12/31/06
4017-03/04	Public Works	$2,200,000	Will perform environmental studies, preliminary engineering & right-of-way studies for the effects of building a new truck route between U.S. Highway 101 & redeveloped Hunters Point Shipyard.	Regular	09/29/05
4018-03/04	Public Health	$1,340,000	Will provide temporary laundry services for Laguna Honda Hospital. Services include picking up and processing soiled hospital laundry seven days per week, including holidays.	Regular	02/29/04
4019-03/04	Port	$714,000	Will design and construct an intermodal, movable bridge that allows combined freight rail and truck/auto traffic over Islais Creek to connect the Port's terminals located on both sides of the creek.	Regular	03/31/04
4020-03/04	Elections	$9,500,000	Will print Optech III-P Eagle ballots for the City and County of San Francisco pursuant to local, state and federal election laws.	Regular	06/30/07

Speakers: Dave Curto, Department of Human Services spoke on PSC #4010-03/04, 4011-03/04 and 4012-03/04.
John Goldberg, San Francisco Police Department spoke on PSC #4013-03/04.
Criss Romero, IFPTE Local 21, Kandace Bender, Deputy Airport Director and Gabe Karol, San Francisco International Airport spoke on PSC #4015-03/04.
Galen Leung, Department of Public Health spoke on PSC #4018-03/04.
Jennifer Novak, Department of Elections spoke on PSC #4020-03/04.

Action: Adopt Human Resources Director's report on PSC #4015-03/04. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 1; Commissioner Gorrono dissents.)

Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0356-03-5 **Proposed Amendments to Civil Service Commission Rules: Volume I – Rule 114 -Appointments to add Article IX - Director of Elections. (Item No. 7)**

May 5, 2003:	Post for adoption.
June 2, 2003:	Postpone to the meeting of June 16, 2003 at the request of the Deputy City Attorney.
June 16, 2003:	Postpone to the meeting of July 7, 2003 at the request of the Deputy City Attorney.
July 7, 2003:	Postpone to the meeting of July 21, 2003 at the request of the Deputy City Attorney and Staff.
July 21, 2003:	Postpone to the meeting of August 4, 2003 at the request of the Deputy City Attorney and Staff.
August 4, 2003:	Postpone to the meeting of August 18, 2003 at the request of the Deputy City Attorney and Staff.
Speakers:	None.
Action:	Postpone to the meeting of September 15, 2003 and place at the end of the Regular meeting calendar. (Vote of 4 to 0)

0544-03-1 **Municipal Transportation Agency's Provisional Appointment Report. (Item No. 8)**

Speakers:	None.
Action:	Adopt report. (Vote of 4 to 0)

1010-02-6 **Appeal by Pefia Fatu of the Human Resources Director's determination regarding a complaint of discrimination. (Item No. 9)**

August 4, 2003:	Postpone to the meeting of August 18, 2003.
Speakers:	Elizabeth Jacobi, Department of Human Resources Mariana Valdez, Department of Public Health Pefia Fatu, Appellant Norm Nickens, Department of Public Health
Action:	Adopt report. Sustain decision of the Human Resources Director. Deny the appeal by Pefia Fatu. (Vote of 4 to 0) The Commission directed the Department to pursue mediation subject to the cooperation of Ms. Fatu to resolve underlying issues related to the appeal.

0305-03-6 **Appeal by Rita Faye Weikal of the Human Resources Director's determination regarding a complaint of discrimination. (Item No. 10)**

August 4, 2003: Postpone to the meeting of August 18, 2003.

Speakers: Elizabeth Jacobi, Department of Human Resources
Leutisha Stills, Department of Public Health
Rita Weikal, Appellant
Kathy Ballou, Department of Public Health
Norm Nickens, Department of Public Health

Action: Adopt report. Sustain decision of the Human Resources Director. Deny the appeal by Rita Faye Weikal. Directed the Executive Officer to review the Department of Public Health - Acute Medical and Psychiatric Service Units' policies and procedures on notifying employees of job openings and to report back to the Civil Service Commission. (Vote of 4 to 0)

0299-03-6 **Appeal by Kathleen Kovac of the Human Resources Director's determination regarding a complaint of discrimination. (Item No. 11)**

July 21, 2003: Postpone to the meeting of August 4, 2003 at the request of Civil Service Commission staff.

August 4, 2003: Postpone to the meeting of August 18, 2003.

Speakers: None.

Action: Postpone to the meeting of October 6, 2003 at the request of Kathleen Kovac. (Vote of 4 to 0) The Commission stipulated this will be the last continuance granted. Directed staff to send letter indicating the matter will proceed with or without her presence.

1055-02-4 **Appeal by Richard Rothman of the rejection of application for Senior Administrative Analyst (Job Code 1823). (Item 12)**

Speakers: Karen Taylor, Department of Human Resources
Richard Rothman, Appellant

Action Grant the appeal by Richard Rothman (Vote of 3 to 1; Commissioner Gorrono dissents.)

0352-03-6 **Appeal by Ricardo Paez of the Human Resources Director's decision in his sexual harassment complaint. (Item 13)**

Speakers: None.

Action:	Postpone to the meeting of September 15, 2003 at the request of Douglas Warrick, Attorney. (Vote of 4 to 0)

0545-03-1 **Report of Charter Exempt positions under Charter Section 10.104-1 through 10.104-12. Request for Approval of one new Exempt Position in Category 10. (Item No. 14)**

Speakers:	Denise Cannonier-Craig, Department of Human Resources
Action:	Accept and file report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

5:46 p.m.

Adjourned in memory of Robert "Bobby" McDonnell, former Business Representative of the Laborers' Union Local 261 and an avid supporter of fairness and the civil service merit system.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

**Regular Meeting
of
September 15, 2003**

**ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place**

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS – POSITION OF VICE PRESIDENT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

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If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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J. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
September 15, 2003
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Thomas T. Ng
Commissioner Linda Richardson

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of August 18, 2003 – 1:00 p.m. Open Session

Recommendation: Approve.

Regular Meeting of August 18, 2003

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) ELECTION OF OFFICERS – POSITION OF VICE PRESIDENT

Recommendation: Open for discussion.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

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(6) Review of request for approval of proposed personal services contracts. (File No. 0605-03-8) – Action Item

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Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

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(7) Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (File No. 0594-03-3) – Action Item

Recommendation: Adopt report; Forward to the Board of Supervisors.

(8) Proposed amendment to Civil Service Commission Rule Series 20 – Leaves of Absence – Definitions of Sick Leave to add a new section – "Parental Leave". (File No. 0608-03-5) – Action Item

Recommendation: Post for adoption.

REGULAR AGENDA

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Recommendation of the Human Resources Director: Sustain decision of the Human Resources Director. Deny the appeal by Ricardo Paez.

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Recommendation: Deny the appeal of Beatrice Hernandez-Oliva. Adopt Human Resources Director's report.

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Recommendation: Deny the appeal of John Bowman; Adopt the Human Resources Director's report.

(12) **Proposed Amendments to Civil Service Commission Rules: Volume I – Rule 114 - Appointments to add Article IX - Director of Elections. (File No. 0356-03-5) - Action Item**

May 5, 2003:	Post for adoption.
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July 21, 2003:	Postpone to the meeting of August 4, 2003 at the request of the Deputy City Attorney and Staff.
August 4, 2003:	Postpone to the meeting of August 18, 2003 at the request of the Deputy City Attorney and Staff.
Recommendation:	Adopt.

(13) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(14) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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9/15/03
amended

MORGAN R. GORRONO
PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AMENDED

AGENDA

Regular Meeting
of
September 15, 2003

DOCUMENTS DEPT.
SEP 10 2003
SAN FRANCISCO
PUBLIC LIBRARY

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS – POSITION OF VICE PRESIDENT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 ½-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

H. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
September 15, 2003
2:00 p.m.

ITEM NO.

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Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Thomas T. Ng
Commissioner Linda Richardson

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of August 15, 2003 – 8:30 a.m. Open Session

Recommendation: Approve.

Special Meeting of August 18, 2003 – 1:00 p.m. Open Session

Recommendation: Approve.

Regular Meeting of August 18, 2003

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

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Recommendation: Open for discussion.

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August 4, 2003:	Postpone to the meeting of August 18, 2003 at the request of the Deputy City Attorney and Staff.
August 18, 2003:	Postpone to the meeting of September 15, 2003 and place at the end of the Regular meeting calendar.
Recommendation:	Adopt.

(13) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(14) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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ORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

DOCUMENTS DEPT.
SEP 22 2003
SAN FRANCISCO
PUBLIC LIBRARY

MINUTES

Regular Meeting
September 15, 2003

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:05 p.m.

ROLL CALL

Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Thomas T. Ng	Present
Commissioner Linda Richardson	Present

Commissioner Morgan Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Michael Haberberger, SEIU Local 790 requested a continuance on behalf of Ricardo Paez (Calendar Item #9). Jim Horan, Departmental Personnel Officer and Ed Lee, Director, Department of Public Works opposed the request.

It was the decision of the Commission to: 1) Grant the request for continuance to the meeting of October 20, 2003. (Vote of 4 to 1; Commissioner Gorrono dissents) and; 2) The Commission stipulated that this will be the last continuance granted. (Vote of 5 to 0)

APPROVAL OF MINUTES

Special Meeting of August 15, 2003 – 8:30 a.m. Open Session

Action: Approve. (Vote of 5 to 0)

Special Meeting of August 18, 2003 – 1:00 p.m. Open Session

Action: Approve. (Vote of 5 to 0)

Regular Meeting of August 18, 2003

Action: Approve. (Vote of 5 to 0)

ANNOUNCEMENTS

President Morgan R. Gorrono welcomed Commissioner Alicia D. Becerril to the Commission.

ELECTION OF OFFICERS – POSITION OF VICE PRESIDENT

Action: Commissioner Linda Richardson was elected to the office of Vice President for the term ending May 31, 2004. (Vote of 5 to 0)

0605-03-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

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4024-03/04 *Withdrawn*	Juvenile Probation	$90,000	Will act as the fiscal agent for the non-denominational spiritual life chaplaincy program provided to youth incarcerated in Juvenile Hall.	Regular	06/30/04
4025-03/04	Juvenile Probation	$139,860	Will provide a court ordered home detention and supervision program for up to twenty youth, on a daily basis.	Regular	06/30/04

4026-03/04	Juvenile Probation	$202,596	Will provide short-term residential care for youth awaiting long-term placement. Will also provide medical, educational and mental services for youth.	Regular	06/30/04
4027-03/04	Public Works	$500,000	Will develop comprehensive tree management plans for the care, removal, and replacement of trees, and establishment of tree hazard management program and tree planting and reforestation for San Francisco's larger parks.	Regular	10/01/06
4028-03/04 ***Over to 10/6/03***	Airport	$480,000	Will provide site specific pavement engineering services, which shall include but not limited to data review and analysis of pavement reports; performance of pavement and engineering analysis; and preparation of reports and recommendations.	Regular	06/30/06
4029-03/04	Airport	$100,000	Will provide consulting services to San Mateo County that will support noise reduction programs at SFO to benefit areas in which noise from aircraft operations is produced, and evaluate impacts created in communities adjacent to SFO.	Regular	06/30/04

Speakers: Lonnie Holmes, Juvenile Probation Department spoke on PSC #4023-04/04, PSC #4025-03/04 and PSC #4026-03/04.
Judi Mosqueda, Department of Public Works spoke on PSC #4027-03/04.

Action:

(1) Postpone PSC #4021-03/04 to the meeting of October 6, 2003 at the request of the Department of Public Health. (Vote of 5 to 0)

(2) PSC #4024-03/04 withdrawn at the request of the Juvenile Probation Department. (Vote of 5 to 0)

(3) Adopt Human Resources Director's report of PSC #4027-03/04. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 2; Commissioner Casper and Richardson dissent.)

(4) Postpone PSC #4028-03/04 to the meeting of October 6, 2003 at the request of the San Francisco International Airport. (Vote of 5 to 0)

(5) Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0594-03-3	**Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (Item No. 7)**		
	Speakers:	None.	
	Action:	Adopt report; Forward to the Board of Supervisors. (Vote of 5 to 0)	
0608-03-5	**Proposed amendment to Civil Service Commission Rule Series 20 – Leaves of Absence – Definitions of Sick Leave to add a new section – "Parental Leave". (Item No. 8)**		
	Speakers:	None.	
	Action:	Post for adoption. (Vote of 5 to 0)	
0352-03-6	**Appeal by Ricardo Paez of the Human Resources Director's decision in his sexual harassment complaint. (Item No. 9)**		
	August 18, 2003:	Postpone to the meeting of September 15, 2003 at the request of Douglas Warrick, Attorney.	
	Speakers:	Michael Haberberger, SEIU Local 790 requested a continuance on behalf of Ricardo Paez (Calendar Item #2). Jim Horan, Departmental Personnel Officer and Ed Lee, Director, Department of Public Works opposed the request.	
	Action:	1) Grant the request for continuance to the meeting of October 20, 2003. (Vote of 4 to 1; Commissioner Gorrono dissents) and; 2) The Commission stipulated that this will be the last continuance granted. (Vote of 5 to 0)	
0215-03-4	**Appeal by Beatrice Hernandez-Oliva of the rejection of application for Senior Management Assistant (Job Code 1844). (Item No. 10)**		
	Speakers:	None.	
	Action:	Postpone to the meeting of October 6, 2003 at the request of Beatrice Hernandez-Oliva. (Vote of 5 to 0)	

0475-03-4 **Appeal by John Bowman of the decision of the Human Resources Director to reject Mr. Bowman's self-certification on meeting the qualifications for positions with the special condition requiring verifiable and recent assistant level experience in the use of PeopleTools, including application designer, query, SQR, PeopleCode, and business process design (ISHRMS06). (Item No. 11)**

Speakers:	None.
Action:	Postpone to the meeting of October 6, 2003 at the request of the Department of Human Resources. (Vote of 5 to 0)

0356-03-5 **Proposed Amendments to Civil Service Commission Rules: Volume I – Rule 114 - Appointments to add Article IX - Director of Elections. (Item No. 12)**

May 5, 2003:	Post for adoption.
June 2, 2003:	Postpone to the meeting of June 16, 2003 at the request of the Deputy City Attorney.
June 16, 2003:	Postpone to the meeting of July 7, 2003 at the request of the Deputy City Attorney.
July 7, 2003:	Postpone to the meeting of July 21, 2003 at the request of the Deputy City Attorney and Staff.
July 21, 2003:	Postpone to the meeting of August 4, 2003 at the request of the Deputy City Attorney and Staff.
August 4, 2003:	Postpone to the meeting of August 18, 2003 at the request of the Deputy City Attorney and Staff.
August 18, 2003:	Postpone to the meeting of September 15, 2003 and place at the end of the Regular meeting calendar.
Speakers:	None.
Action:	Postpone to the meeting of October 6, 2003. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

4:35 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

**Regular Meeting
of
October 6, 2003**

**ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place**

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 ½-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

H. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

I. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

J. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 – 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 6, 2003
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Thomas T. Ng
Commissioner Linda Richardson

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of September 15, 2003

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0605-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4021-03/04	Public Health	$1,000,000	Will perform environmental health and risk assessments to facilitate implementation of community planning, support/service projects and healthcare accreditation/licensing requirements.	Regular	06/30/05
4028-03/04	Airport	$480,000	Will provide site specific pavement engineering services, which shall include but not limited to data review and analysis of pavement reports; performance of pavement and engineering analysis; and preparation of reports and recommendations.	Regular	06/30/06

September 15, 2003: Postpone PSC #4021-03/04 to the meeting of October 6, 2003 at the request of the Department of Public Health.

September 15, 2003: Postpone PSC #4028-03/04 to the meeting of October 6, 2003 at the request of San Francisco International Airport.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0646-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4030-03/04	Juvenile Probation	$455,000	Will provide intensive supervision, case management and monitor youth on probation through school attendance, court hearings, home visits and counseling.	Regular	06/30/04
4031-03/04	Municipal Transportation Agency	$250,000	Will provide an On-Site Back Strengthening Program to help reduce the number of employee claims and lost days while also reducing workers' compensation costs.	Regular	06/30/06
4032-03/04 *Over to 10/20/03*	Municipal Transportation Agency	$667,000	Will provide specialized project management, oversight, inspection, testing, and administrative support on an as-needed basis for the Muni Safety Improvement Program.	Regular	10/31/05

4033-03/04	Public Utilities Commission (Water)	$410,500	Will provide specialized office and field engineering services during construction of project elements.	Regular	06/30/04
4034-03/04	Arts Commission	Increase Amount $40,000 New Amount $89,000	Will provide public relations, media and event coordination assistance to the Arts Commission for the events related to the public unveiling of 9 new art projects installed throughout the city.	Regular	11/30/03
4035-03/04	Children, Youth & Families	Increase Amount $25,000 New Amount $75,000	Will coordinate the Safe Start Initiative, assist in the preparation of training materials, consult with support line personnel, family advocates and mental health clinicians, and bring together city departments, non-profit agencies and academic partners.	Regular	10/31/04
4077-01/02	Children, Youth & Families	Increase Amount $115,000 New Amount $308,000	Will provide evaluation services for a demonstration program that serves children ages 0-6 years old who are victims of violence.	Regular	10/31/04

Recommendation of the Human Resources Director: Postpone PSC #4032-03/04 to the meeting of October 20, 2003 at the request of the Municipal Transportation Agency. Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by Beatrice Hernandez-Oliva of the rejection of application for Senior Management Assistant (Job Code 1844). (File No. 0215-03-4) – Action Item

September 15, 2003: Postpone to the meeting of October 6, 2003 at the request of Beatrice Hernandez-Oliva.

Recommendation: Postpone to the meeting of October 20, 2003 at the request of the Department of Human Resources.

(8) Proposed amendment to Civil Service Commission Rule Series 20 – Leaves of Absence – Definitions of Sick Leave to add a new section – "Parental Leave". (File No. 0608-03-5) – Action Item

September 15, 2003: Post for adoption.

Recommendation: Adopt.

(9) Appeal by John Bowman of the decision of the Human Resources Director to reject Mr. Bowman's self-certification on meeting the qualifications for positions with the special condition requiring verifiable and recent assistant level experience in the use of PeopleTools, including application designer, query, SQR, PeopleCode, and business process design (ISHRMS06). (File No. 0475-03-4) – Action Item

September 15, 2003: Postpone to the meeting of October 6, 2003 at the request of the Department of Human Resources.

Recommendation: Postpone to the meeting of October 20, 2003 at the request of the Department of Human Resources.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(10) Appeal by Kathleen Kovac of the Human Resources Director's determination regarding a complaint of discrimination. (File No. 0299-03-6) – Action Item

July 21, 2003: Postpone to the meeting of August 4, 2003 at the request of Civil Service Commission staff.

August 4, 2003: Postpone to the meeting of August 18, 2003.

August 18, 2003: Postpone to the meeting of October 6, 2003 at the request of Kathleen Kovac. The Commission stipulated this will be the last continuance granted. Directed staff to send letter indicating the matter will proceed with or without her presence.

Recommendation: Adopt report. Sustain decision of the Human Resources Director. Deny the appeal by Kathleen Kovac.

(11) Request to grant status in Class 4203 Senior Assessment Clerk for Vincent M. Williams. (File No. 0647-03-2) – Action Item

Recommendation: Adopt report. Approve the recommendation of the Human Resources Director to grant status in Class 4203 Senior Assessment Clerk for Vincent M. Williams.

(12) Appeal of the Classification Action posted by the Department of Human Resources recommending reallocation of two positions at the Department of Children, Youth and Families. (File No. 0648-03-2) – Action Item

Recommendation: Adopt report. Deny the appeal regarding the allocation of two positions at the Department of Children, Youth and Families and finalize proposed classification actions.

(13) **Appeal by the San Francisco Unified School District of the denial by the Human Resources Director to add a special condition "Two years of experience as a technical assistant or paralegal in labor law/workers' compensation environment" to a 1426 Senior Clerk Typist position assigned to the Workers Compensation Division at the San Francisco Unified School District. (File No. 0515-03-2) – Action Item**

Recommendation:	Adopt report. Deny the appeal of the San Francisco Unified School District.

(14) **Proposed Amendments to Civil Service Commission Rules: Volume I – Rule 114 - Appointments to add Article IX - Director of Elections. (File No. 0356-03-5) - Action Item**

May 5, 2003:	Post for adoption.
June 2, 2003:	Postpone to the meeting of June 16, 2003 at the request of the Deputy City Attorney.
June 16, 2003:	Postpone to the meeting of July 7, 2003 at the request of the Deputy City Attorney.
July 7, 2003:	Postpone to the meeting of July 21, 2003 at the request of the Deputy City Attorney and Staff.
July 21, 2003:	Postpone to the meeting of August 4, 2003 at the request of the Deputy City Attorney and Staff.
August 4, 2003:	Postpone to the meeting of August 18, 2003 at the request of the Deputy City Attorney and Staff.
August 18, 2003:	Postpone to the meeting of September 15, 2003 and place at the end of the Regular meeting calendar.
September 15, 2003:	Postpone to the meeting of October 6, 2003.
Recommendation:	Adopt staff report.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(15) **Determination of future employability: Dismissal of permanent civil service appointment of Mary Moses, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0548-03-7) - Action Item**

Recommendation of the Director of Transportation:	Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service.

HUMAN RESOURCES DIRECTOR'S REPORT

(16) **Report on provisional appointments. (File No. 0649-03-1) - Action Item**

Recommendation of the Human Resources Director:	Accept report.

(17) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(18) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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ORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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MINUTES

Regular Meeting
October 6, 2003

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:08 p.m.

ROLL CALL

Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Commissioner Thomas T. Ng	Present
Commissioner Linda Richardson	Present (Missed Items 1,2,3,4)

Commissioner Morgan R. Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of September 15, 2003

Action: Approve. (Vote of 4 to 0; Commissioner Richardson missed vote)

0605-03-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4021-03/04	Public Health	$1,000,000	Will perform environmental health and risk assessments to facilitate implementation of community planning, support/service projects and healthcare accreditation/licensing requirements.	Regular	06/30/05
4028-03/04 *Withdrawn*	Airport	$480,000	Will provide site specific pavement engineering services, which shall include but not limited to data review and analysis of pavement reports; performance of pavement and engineering analysis; and preparation of reports and recommendations.	Regular	06/30/06

September 15, 2003: Postpone PSC #4021-03/04 to the meeting of October 6, 2003 at the request of the Department of Public Health.

September 15, 2003: Postpone PSC #4028-03/04 to the meeting of October 6, 2003 at the request of San Francisco International Airport.

Speakers: None.

Action:
(1) PSC #4028-03/04 withdrawn at the request of the San Francisco International Airport. (Vote of 5 to 0)
(2) Adopt Human Resources Director's report on PSC #4021-03/04. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0646-03-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4030-03/04	Juvenile Probation	$455,000	Will provide intensive supervision, case management and monitor youth on probation through school attendance, court hearings, home visits and counseling.	Regular	06/30/04
4031-03/04	Municipal Transportation Agency	$250,000	Will provide an On-Site Back Strengthening Program to help reduce the number of employee claims and lost days while also reducing workers' compensation costs.	Regular	06/30/06
4032-03/04 ***Over to 10/20/03***	Municipal Transportation Agency	$667,000	Will provide specialized project management, oversight, inspection, testing, and administrative support on an as-needed basis for the Muni Safety Improvement Program.	Regular	10/31/05
4033-03/04	Public Utilities Commission (Water)	$410,500	Will provide specialized office and field engineering services during construction of project elements.	Regular	06/30/04

4034-03/04 ***Over to 10/20/03***	Arts Commission	Increase Amount $40,000 New Amount $89,000	Will provide public relations, media and event coordination assistance to the Arts Commission for the events related to the public unveiling of 9 new art projects installed throughout the city.	Regular	11/30/03
4035-03/04	Children, Youth & Families	Increase Amount $25,000 New Amount $75,000	Will coordinate the Safe Start Initiative, assist in the preparation of training materials, consult with support line personnel, family advocates and mental health clinicians, and bring together city departments, non-profit agencies and academic partners.	Regular	10/31/04
4077-01/02	Children, Youth & Families	Increase Amount $115,000 New Amount $308,000	Will provide evaluation services for a demonstration program that serves children ages 0-6 years old who are victims of violence.	Regular	10/31/04

Speakers: Jeffery Gary, Municipal Transportation Agency-Workers' Compensation Division spoke on PSC #4031-03/04. Spike Kahn, IFPTE Local 21, Cedric Chua Yap, Deputy Director and Artina Lim, Department of Children, Youth and Families spoke on PSC #4035-03/04 and PSC #4077-01/02.

Action:

(1) Postpone PSC #4032-03/04 to the meeting of October 20, 2003 at the request of the Municipal Transportation Agency. (Vote of 5 to 0)

(2) Postpone PSC #4034-03/04 to the meeting of October 20, 2003 and request a representative from the Arts Commission. (Vote of 5 to 0)

(3) Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0215-03-4 **Appeal by Beatrice Hernandez-Oliva of the rejection of application for Senior Management Assistant (Job Code 1844). (Item No. 6)**

September 15, 2003: Postpone to the meeting of October 6, 2003 at the request of Beatrice Hernandez-Oliva.

Speakers: None.

Action: Postpone to the meeting of October 20, 2003 at the request of the Department of Human Resources. (Vote of 5 to 0)

0608-03-5	**Proposed amendment to Civil Service Commission Rule Series 20 – Leaves of Absence – Definitions of Sick Leave to add a new section – "Parental Leave". (Item No. 8)**
	September 15, 2003: Post for adoption.
	Speakers: None.
	Action: Adopt. (Vote of 5 to 0)
0475-03-4	**Appeal by John Bowman of the decision of the Human Resources Director to reject Mr. Bowman's self-certification on meeting the qualifications for positions with the special condition requiring verifiable and recent assistant level experience in the use of PeopleTools, including application designer, query, SQR, PeopleCode, and business process design (ISHRMS06). (Item No. 9)**
	September 15, 2003: Postpone to the meeting of October 6, 2003 at the request of the Department of Human Resources.
	Speakers: None.
	Action: Postpone to the meeting of October 20, 2003 at the request of the Department of Human Resources. (Vote of 5 to 0)
0299-03-6	**Appeal by Kathleen Kovac of the Human Resources Director's determination regarding a complaint of discrimination. (Item No. 10)**
	July 21, 2003: Postpone to the meeting of August 4, 2003 at the request of Civil Service Commission staff.
	August 4, 2003: Postpone to the meeting of August 18, 2003.
	August 18, 2003: Postpone to the meeting of October 6, 2003 at the request of Kathleen Kovac. The Commission stipulated this will be the last continuance granted. Directed staff to send letter indicating the matter will proceed with or without her presence.
	Speakers: Elizabeth Jacobi, Department of Human Resources.
	Action: Adopt report. Sustain decision of the Human Resources Director. Deny the appeal by Kathleen Kovac. (Vote of 5 to 0) Ms. Kovac failed to appear.

0647-03-2 Request to grant status in Class 4203 Senior Assessment Clerk for Vincent M. Williams. (Item No. 11)

Speakers: Ted Yamasaki, Department of Human Resources

Action: Adopt report. Approve the recommendation of the Human Resources Director to grant status in Class 4203 Senior Assessment Clerk for Vincent M. Williams. (Vote of 5 to 0)

0648-03-2 Appeal of the Classification Action posted by the Department of Human Resources recommending reallocation of two positions at the Department of Children, Youth and Families. (Item No. 12)

Speakers None.

Action: Postpone to the meeting of October 20, 2003 at the request of IFPTE Local 21. (Vote of 5 to 0)

0515-03-2 Appeal by the San Francisco Unified School District of the denial by the Human Resources Director to add a special condition "Two years of experience as a technical assistant or paralegal in labor law/workers' compensation environment" to a 1426 Senior Clerk Typist position assigned to the Workers Compensation Division at the San Francisco Unified School District. (Item No. 13)

Speakers:
Elaine Lee, Department of Human Resources
Linda Marini, Departmental Personnel Officer, San Francisco Unified School District
Marsha Stroope, Department of Human Resources
Angelina Nelson, San Francisco Unified School District

Action: Postpone to the meeting of November 3, 2003. The Commission directed the Department of Human Resources and the San Francisco Unified School District to meet in order to reach a resolution. (Vote of 5 to 0)

0356-03-5 Proposed Amendments to Civil Service Commission Rules: Volume I – Rule 114 - Appointments to add Article IX - Director of Elections. (Item No. 14)

May 5, 2003: Post for adoption.

June 2, 2003: Postpone to the meeting of June 16, 2003 at the request of the Deputy City Attorney.

June 16, 2003: Postpone to the meeting of July 7, 2003 at the request of the Deputy City Attorney.

0356-03-5 (continued)

July 7, 2003: Postpone to the meeting of July 21, 2003 at the request of the Deputy City Attorney and Staff.

July 21, 2003: Postpone to the meeting of August 4, 2003 at the request of the Deputy City Attorney and Staff.

August 4, 2003: Postpone to the meeting of August 18, 2003 at the request of the Deputy City Attorney and Staff.

August 18, 2003: Postpone to the meeting of September 15, 2003 and place at the end of the Regular meeting calendar.

September 15, 2003: Postpone to the meeting of October 6, 2003.

Speakers: None.

Action:
(1) Move to end of Agenda. (Vote of 4 to 0; Commissioner Becerril missed vote)
(2) The Commission directed staff to schedule a Special Meeting as soon as possible to discuss the proposed Rule Amendment. (Vote of 5 to 0)

0548-03-7 **Determination of future employability: Dismissal of permanent civil service appointment of Mary Moses, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 15)**

Speakers:
Mary Donovan, Municipal Transportation Agency
Mary Moses, Appellant
John Dudley, TWU Local 250-A

Action: Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service. (Vote of 3 to 2; Commissioners Casper and Becerril dissented.)

0649-03-1 **Report on provisional appointments. (Item No. 16)**

Speakers: Marsha Stroope, Department of Human Resources

Action: Accept report; file. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

5:08 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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Agenda and Notice of Special Meeting – Open Session

→Tuesday, October 14, 2003←
1:00 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Proposed Amendments to Civil Service Commission Rules: Volume I – Rule 114 - Appointments to add Article IX - Director of Elections. (File No. 0356-03-5) - Action Item

May 5, 2003:	Post for adoption.
June 2, 2003:	Postpone to the meeting of June 16, 2003 at the request of the Deputy City Attorney.
June 16, 2003:	Postpone to the meeting of July 7, 2003 at the request of the Deputy City Attorney.
July 7, 2003:	Postpone to the meeting of July 21, 2003 at the request of the Deputy City Attorney and Staff.
July 21, 2003:	Postpone to the meeting of August 4, 2003 at the request of the Deputy City Attorney and Staff.
August 4, 2003:	Postpone to the meeting of August 18, 2003 at the request of the Deputy City Attorney and Staff.
August 18, 2003:	Postpone to the meeting of September 15, 2003 and place at the end of the Regular meeting calendar.
September 15, 2003:	Postpone to the meeting of October 6, 2003.
October 6, 2003:	1) Move to end of Agenda. (Vote of 4 to 0; Commissioner Becerril missed vote) 2) The Commission directed staff to schedule a Special Meeting as soon as possible to discuss revisions to the proposed Rule Amendment and to possibly post it for adoption. (Vote of 5 to 0)
Recommendation:	Adopt staff report.

IV. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 10/8/03

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

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Information on Disability Access

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Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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/20/03

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LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
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AGENDA

**Regular Meeting
of
October 20, 2003**

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 20, 2003
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas T. Ng
Commissioner Linda Richardson

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of October 6, 2003

Recommendation: Approve.

Special Meeting of October 14, 2003 – Open Session

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0646-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4032-03/04 *Over to 11/03/03*	Municipal Transportation Agency	$667,000	Will provide specialized project management, oversight, inspection, testing, and administrative support on an as-needed basis for the Muni Safety Improvement Program.	Regular	10/31/05
4034-03/04	Arts Commission	Increase Amount $40,000 New Amount $89,000	Will provide public relations, media and event coordination assistance to the Arts Commission for the events related to the public unveiling of 9 new art projects installed throughout the city.	Regular	11/30/03

October 6, 2003: Postpone PSC #4032-03/04 to the meeting of October 20, 2003 at the request of the Municipal Transportation Agency.

October 6, 2003: Postpone PSC #4034-03/04 to the meeting of October 20, 2003 and request a representative from the Arts Commission.

Recommendation of the Human Resources Director: Postpone PSC #4032-03/04 to the meeting of November 3, 2003 at the request of staff. Adopt Human Resources Director's report on PSC #4034-03/04. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0697-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4036-03/04	Rent Arbitration Board	$70,000	Will provide outreach and advice regarding capital improvement petitions and forms and processing as well as hardship appeals. Will provide as-needed multi-lingual assistance in a variety of ethnic communities.	Regular	06/30/04
4037-03/04	Human Resources	$5,500,000	Will provide workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes, case estimate evaluation and preparation of reports.	Regular	06/30/04

4038-03/04	Human Resources	$1,500,000	Will provide a range of managed care and medical cost containment services for the Workers' Compensation Division, including medical bill review and repricing, Preferred Provider Organization administration, utilization review, and case management.	Regular	09/30/04

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by Violet Khanania of the Human Resources Director's finding of insufficient evidence to sustain a charge of national origin discrimination. (File No. 0575-03-6) – Action Item

Recommendation: Postpone to the meeting of November 3, 2003.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Appeal by Beatrice Hernandez-Oliva of the rejection of application for Senior Management Assistant (Job Code 1844). (File No. 0215-03-4) – Action Item

September 15, 2003: Postpone to the meeting of October 6, 2003 at the request of Beatrice Hernandez-Oliva.

October 6, 2003: Postpone to the meeting of October 20, 2003 at the request of the Department of Human Resources.

Recommendation: Deny the appeal of Beatrice Hernandez-Oliva. Adopt Human Resources Director's report.

(9) **Appeal by Ricardo Paez of the Human Resources Director's decision in his sexual harassment complaint. (File No. 0352-03-6) – Action Item**

August 18, 2003:	Postpone to the meeting of September 15, 2003 at the request of Douglas Warrick, Attorney.
September 15, 2003:	Grant the request for continuance to the meeting of October 20, 2003. The Commission stipulated that this will be the last continuance granted.
Recommendation of the Human Resources Director:	Sustain decision of the Human Resources Director. Deny the appeal by Ricardo Paez.

(10) **Appeal by John Bowman of the decision of the Human Resources Director to reject Mr. Bowman's self-certification on meeting the qualifications for positions with the special condition requiring verifiable and recent assistant level experience in the use of PeopleTools, including application designer, query, SQR, PeopleCode, and business process design (ISHRMS06). (File No. 0475-03-4) – Action Item**

September 15, 2003:	Postpone to the meeting of October 6, 2003 at the request of the Department of Human Resources.
October 6, 2003:	Postpone to the meeting of October 20, 2003 at the request of the Department of Human Resources.
Recommendation:	Deny the appeal of John Bowman; Adopt the Human Resources Director's report.

(11) **Request for hearing on the Classification Actions posted by the Department of Human Resources recommending reallocation of two positions at the Department of Children, Youth and Families. (File No. 0648-03-2) – Action Item**

October 6, 2003:	Postpone to the meeting of October 20, 2003 at the request of IFPTE Local 21.
Recommendation:	Adopt report. Approve the allocation of two positions at the Department of Children, Youth and Families and finalize proposed classification actions.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(12) **Determination of future employability: Termination of provisional civil service appointment of J. Eric Greenlaw, Swimming Instructor/Pool Lifeguard (Job Code 3210) Recreation and Park Department. (File No. 0535-03-7) - Action Item**

Recommendation of the Recreation & Park Department:	No future employment with the City and County of San Francisco.

(13) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(14) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting
October 20, 2003

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

F
65
#5
10/20/03

CALL TO ORDER

2:13 p.m.

ROLL CALL

Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present (Missed Items 1,2,3,4)
Commissioner Morgan R. Gorrono	Excused
Commissioner Thomas T. Ng	Present
Commissioner Linda Richardson	Present (Missed Items 11,13,14)

Commissioner Linda Richardson presided.

Commissioner Donald A. Casper presided on Items 11, 13, and 14 after the departure of Commissioner Linda Richardson.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Criss Romero and Lisa Feldstein, IFPTE Local 21 indicated their presence for Items 5 and 11 respectively.

APPROVAL OF MINUTES

Regular Meeting of October 6, 2003

Action: Approve. (Vote of 3 to 0)

Special Meeting of October 14, 2003 – Open Session

Action: Approve. (Vote of 3 to 0)

0646-03-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4032-03/04 *Over to 11/03/03*	Municipal Transportation Agency	$667,000	Will provide specialized project management, oversight, inspection, testing, and administrative support on an as-needed basis for the Muni Safety Improvement Program.	Regular	10/31/05
4034-03/04	Arts Commission	Increase Amount $40,000 New Amount $89,000	Will provide public relations, media and event coordination assistance to the Arts Commission for the events related to the public unveiling of 9 new art projects installed throughout the city.	Regular	11/30/03

October 6, 2003: Postpone PSC #4032-03/04 to the meeting of October 20, 2003 at the request of the Municipal Transportation Agency.

October 6, 2003: Postpone PSC #4034-03/04 to the meeting of October 20, 2003 and request a representative from the Arts Commission.

Speakers:

Criss Romero, IFPTE Local 21
Ann Courtright, Arts Commission
Susan Pontius, Arts Commission

Action: Postpone PSC #4032-03/04 to the meeting of November 3, 2003 at the request of staff. Adopt Human Resources Director's report on PSC #4034-03/04. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0697-03-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4036-03/04	Rent Arbitration Board	$70,000	Will provide outreach and advice regarding capital improvement petitions and forms and processing as well as hardship appeals. Will provide as-needed multi-lingual assistance in a variety of ethnic communities.	Regular	06/30/04
4037-03/04	Human Resources	$5,500,000	Will provide workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes, case estimate evaluation and preparation of reports.	Regular	06/30/04
4038-03/04	Human Resources	$1,500,000	Will provide a range of managed care and medical cost containment services for the Workers' Compensation Division, including medical bill review and repricing, Preferred Provider Organization administration, utilization review, and case management.	Regular	09/30/04

0697-03-8 (continued)

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0575-03-6 **Appeal by Violet Khanania of the Human Resources Director's finding of insufficient evidence to sustain a charge of national origin discrimination. (Item No. 7)**

Speakers: Dorothy Yee, Department of Human Resources

Action: Postpone to the meeting of November 3, 2003. (Vote of 4 to 0)

0215-03-4 **Appeal by Beatrice Hernandez-Oliva of the rejection of application for Senior Management Assistant (Job Code 1844). (Item No. 8)**

September 15, 2003: Postpone to the meeting of October 6, 2003 at the request of Beatrice Hernandez-Oliva.

October 6, 2003: Postpone to the meeting of October 20, 2003 at the request of the Department of Human Resources.

Speakers:
Karen Taylor, Department of Human Resources
Beatrice Hernandez-Oliva, Appellant
Ruben Garcia, SEIU Local 790

Action: Adopt Human Resources Director's report. Deny the appeal of Beatrice Hernandez-Oliva. (Vote of 3 to 1; Commissioner Becerril dissents.)

0352-03-6 **Appeal by Ricardo Páez of the Human Resources Director's decision in a sexual harassment complaint. (Item No. 9)**

August 18, 2003: Postpone to the meeting of September 15, 2003 at the request of Douglas Warrick, Attorney.

September 15, 2003: Grant the request for continuance to the meeting of October 20, 2003. The Commission stipulated that this will be the last continuance granted.

Speakers:
Dorothy Yee, Department of Human Resources
Jim Horan, Department of Public Works
Douglas Warrick, Attorney for Mr. Paez

0352-03-6 (continued)

	Action:	Sustain decision of the Human Resources Director. Deny the appeal by Ricardo Paez. (Vote of 4 to 0)
0475-03-4	**Appeal by John Bowman of the decision of the Human Resources Director to reject Mr. Bowman's self-certification on meeting the qualifications for positions with the special condition requiring verifiable and recent assistant level experience in the use of PeopleTools, including application designer, query, SQR, PeopleCode, and business process design (ISHRMS06). (Item No. 10)**	
	September 15, 2003:	Postpone to the meeting of October 6, 2003 at the request of the Department of Human Resources.
	October 6, 2003:	Postpone to the meeting of October 20, 2003 at the request of the Department of Human Resources.
	Speakers:	None.
	Action:	Postpone to the meeting of November 17, 2003 at the request of the Department of Human Resources. (Vote of 4 to 0)
0648-03-2	**Request for hearing on the Classification Actions posted by the Department of Human Resources recommending reallocation of two positions at the Department of Children, Youth and Families. (Item No. 11)**	
	October 6, 2003:	Postpone to the meeting of October 20, 2003 at the request of IFPTE Local 21.
	Speakers:	Lisa Feldstein, IFPTE Local 21
	Action:	Postpone to the meeting of November 3, 2003. (Vote of 3 to 0; Commissioner Richardson missed vote.)
0535-03-7	**Determination of future employability: Termination of provisional civil service appointment of J. Eric Greenlaw, Swimming Instructor/Pool Lifeguard (Job Code 3210) Recreation and Park Department. (Item No. 12)**	
	Speakers:	**None.**
	Action:	Postpone to the meeting of November 17, 2003 at the request of Barbara Thomson, Representative for J. Eric Greenlaw. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

4:44 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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#4
11/3/03

MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

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AGENDA

Regular Meeting
of
November 3, 2003

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

COMMISSIONERS' OLD BUSINESS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

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3. Corroborating witnesses, if necessary; and
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The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 – 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 3, 2003
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas T. Ng
Commissioner Linda Richardson

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – **Action Item**

Regular Meeting of October 20, 2003

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0646-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4032-03/04	Municipal Transportation Agency	$667,000	Will provide specialized project management, oversight, inspection, testing, and administrative support on an as-needed basis for the Muni Safety Improvement Program.	Regular	10/31/05

October 6, 2003: Postpone PSC #4032-03/04 to the meeting of October 20, 2003 at the request of the Municipal Transportation Agency.

October 20, 2003: Postpone to the meeting of November 3, 2003 at the request of staff.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0729-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4039-03/04	Environment	$392,000	Will provide state-o-the-art professional technical assistance to program development and implementation under the purview of the Toxics Reduction Program of the Department of Environment.	Regular	08/31/06
4040-03/04	Recreation & Parks	$160,000	Will conduct band concerts throughout the City for official civic events including Sunday concerts at the Music Concourse in Golden Gate Park.	Regular	06/30/05
4041-03/04	Public Utilities Commission (Water)	$150,000	Will monitor and analyze policy, regulatory and legislative developments and issues affecting the City's interests in water, energy, wastewater (sewage treatment), natural resources and such other areas; and represent the City before Legislature.	Regular	11/01/04

File No. 0729-03-8 (continued)

Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) **Appeal by the San Francisco Unified School District of the denial by the Human Resources Director to add a special condition "Two years of experience as a technical assistant or paralegal in labor law/workers' compensation environment" to a 1426 Senior Clerk Typist position assigned to the Workers Compensation Division at the San Francisco Unified School District. (File No. 0515-03-2) – Action Item**

October 6, 2003:	Postpone to the meeting of November 3, 2003. The Commission directed the Department of Human Resources and the San Francisco Unified School District to meet in order to reach a resolution.
Recommendation:	Adopt Human Resources Director's report; Approve the mutually agreed upon special condition "Six months experience maintaining confidential case files such as insurance, employee benefits, legal and/or medical files and providing direct customer service."

(8) **Proposed Civil Service Commission Meeting Schedule for Calendar Year 2004. (File No. 0732-03-1) - Action Item**

Recommendation:	Approve.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) **Appeal by Violet Khanania of the Human Resources Director's finding of insufficient evidence to sustain a charge of national origin discrimination. (File No. 0575-03-6) – Action Item**

October 20, 2003:	Postpone to the meeting of November 3, 2003 at the request of staff.
Recommendation:	Adopt report. Sustain decision of Human Resources Director; deny appeal by Violet Khanania.

(10) **Appeal by Annamarie Hewson of the rejection of application for Employment and Training Specialist II (Job Code 9704) Department of Human Services. (File No. 0435-03-4) – Action Item**

Recommendation:	Deny the appeal by Annamarie Hewson. Adopt Human Resources Director's report.

(11) **Request for hearing on the Classification Actions posted by the Department of Human Resources recommending reallocation of two positions at the Department of Children, Youth and Families. (File No. 0648-03-2) – Action Item**

October 6, 2003:	Postpone to the meeting of October 20, 2003 at the request of IFPTE Local 21.
October 20, 2003:	Postpone to the meeting of November 3, 2003.
Recommendation:	Adopt report. Approve the allocation of two positions at the Department of Children, Youth and Families and finalize proposed classification actions.

(12) **Municipal Transportation Agency's Notification of Applicant Rights and Responsibilities. (File No. 0730-03-1) – Action Item**

Recommendation:	Accept and file report.

(13) **Department of Human Resources' Notification of Applicant Rights and Responsibilities. (File No. 0731-03-1) – Action Item**

Recommendation:	Accept and file report.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(14) **Determination of future employability: Resignation with services unsatisfactory of permanent civil service appointment of Charles Bergeron, Registered Nurse (Job Code 2320) Department of Public Health. (File No. 0542-03-7) - Action Item**

Recommendation of the Department of Public Health:	Cancel all current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County of San Francisco.

(15) **Request by Kenneth Johnson for reconsideration on Final Administrative Action and future employability as Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0858-02-7) – Action Item**

February 3, 2003:	Postpone to the meeting of March 3, 2003 at the request of Kenneth Johnson.
March 17, 2003:	Postpone to the meeting of April 7, 2003 at the request of TWU Local 250-A. The Commission stipulated that this would be the last continuance granted.
April 7, 2003:	Off calendar.
Recommendation of the Director of Transportation:	Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

(16) **Determination of future employability: Dismissal of permanent civil service appointment of Edna Rosete, Registered Nurse (Job Code 2320) Department of Public Health. (File No. 0159-03-7) - Action Item**

Recommendation of the Department of Public Health:	Cancel any current examination and eligibility status; Dismiss from City and County service; No future employment with the City and County of San Francisco.

(17) **Determination of future employability: Dismissal of permanent civil service appointment of Carmen Wan, Registered Nurse (Job Code 2320) Department of Public Health. (File No. 0154-03-7) - Action Item**

Recommendation of the Department of Public Health:	Cancel any current examination and eligibility status; Dismiss from City and County service; No future employment with the City and County of San Francisco.

COMMISSIONER'S OLD BUSINESS

(18) **Proposed Amendments to Civil Service Commission Rules: Volume I – Rule 114 - Appointments to add Article IX - Director of Elections. (File No. 0356-03-5) - Action Item**

May 5, 2003:	Post for adoption.
June 2, 2003:	Postpone to the meeting of June 16, 2003 at the request of the Deputy City Attorney.
June 16, 2003:	Postpone to the meeting of July 7, 2003 at the request of the Deputy City Attorney.
July 7, 2003:	Postpone to the meeting of July 21, 2003 at the request of the Deputy City Attorney and Staff.
July 21, 2003:	Postpone to the meeting of August 4, 2003 at the request of the Deputy City Attorney and Staff.
August 4, 2003:	Postpone to the meeting of August 18, 2003 at the request of the Deputy City Attorney and Staff.
August 18, 2003:	Postpone to the meeting of September 15, 2003 and place at the end of the Regular meeting calendar.
September 15, 2003:	Postpone to the meeting of October 6, 2003.
October 6, 2003:	(1) Move to end of Agenda. (2) The Commission directed staff to schedule a Special Meeting as soon as possible to discuss the proposed Rule Amendment.
October 14, 2003:	Postpone to the meeting of November 3, 2003.
Recommendation:	Adopt staff report.

(19) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(20) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

AMENDED

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AGENDA

Regular Meeting
of
November 3, 2003

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ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

COMMISSIONERS' OLD BUSINESS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

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The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 – 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 3, 2003
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas T. Ng
Commissioner Linda Richardson

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of October 20, 2003

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0646-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4032-03/04	Municipal Transportation Agency	$667,000	Will provide specialized project management, oversight, inspection, testing, and administrative support on an as-needed basis for the Muni Safety Improvement Program.	Regular	10/31/05

October 6, 2003: Postpone PSC #4032-03/04 to the meeting of October 20, 2003 at the request of the Municipal Transportation Agency.

October 20, 2003: Postpone to the meeting of November 3, 2003 at the request of staff.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0729-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4039-03/04	Environment	$392,000	Will provide state-o-the-art professional technical assistance to program development and implementation under the purview of the Toxics Reduction Program of the Department of Environment.	Regular	08/31/06
4040-03/04	Recreation & Parks	$160,000	Will conduct band concerts throughout the City for official civic events including Sunday concerts at the Music Concourse in Golden Gate Park.	Regular	06/30/05
4041-03/04	Public Utilities Commission (Water)	$150,000	Will monitor and analyze policy, regulatory and legislative developments and issues affecting the City's interests in water, energy, wastewater (sewage treatment), natural resources and such other areas; and represent the City before Legislature.	Regular	11/01/04

File No. 0729-03-8 (continued)

Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) **Appeal by the San Francisco Unified School District of the denial by the Human Resources Director to add a special condition "Two years of experience as a technical assistant or paralegal in labor law/workers' compensation environment" to a 1426 Senior Clerk Typist position assigned to the Workers Compensation Division at the San Francisco Unified School District. (File No. 0515-03-2) – Action Item**

October 6, 2003:	Postpone to the meeting of November 3, 2003. The Commission directed the Department of Human Resources and the San Francisco Unified School District to meet in order to reach a resolution.
Recommendation:	Adopt Human Resources Director's report; Approve the mutually agreed upon special condition "Six months experience in a workers' compensation environment."

(8) **Proposed Civil Service Commission Meeting Schedule for Calendar Year 2004. (File No. 0732-03-1) - Action Item**

Recommendation:	Approve.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) **Appeal by Violet Khanania of the Human Resources Director's finding of insufficient evidence to sustain a charge of national origin discrimination. (File No. 0575-03-6) – Action Item**

October 20, 2003: Postpone to the meeting of November 3, 2003 at the request of staff.

Recommendation: Adopt report. Sustain decision of Human Resources Director; deny appeal by Violet Khanania.

(10) **Appeal by Annamarie Hewson of the rejection of application for Employment and Training Specialist II (Job Code 9704) Department of Human Services. (File No. 0435-03-4) – Action Item**

Recommendation: Deny the appeal by Annamarie Hewson. Adopt Human Resources Director's report.

(11) **Request for hearing on the Classification Actions posted by the Department of Human Resources recommending reallocation of two positions at the Department of Children, Youth and Families. (File No. 0648-03-2) – Action Item**

October 6, 2003: Postpone to the meeting of October 20, 2003 at the request of IFPTE Local 21.

October 20, 2003: Postpone to the meeting of November 3, 2003.

Recommendation: Adopt report. Approve the allocation of two positions at the Department of Children, Youth and Families and finalize proposed classification actions.

(12) **Municipal Transportation Agency's Notification of Applicant Rights and Responsibilities. (File No. 0730-03-1) – Action Item**

Recommendation: Accept and file report.

(13) **Department of Human Resources' Notification of Applicant Rights and Responsibilities. (File No. 0731-03-1) – Action Item**

Recommendation: Accept and file report.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(14) **Determination of future employability: Resignation with services unsatisfactory of permanent civil service appointment of Charles Bergeron, Registered Nurse (Job Code 2320) Department of Public Health. (File No. 0542-03-7) - Action Item**

Recommendation of the Department of Public Health:	Cancel all current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County of San Francisco.

(15) **Request by Kenneth Johnson for reconsideration on Final Administrative Action and future employability as Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0858-02-7) – Action Item**

February 3, 2003:	Postpone to the meeting of March 3, 2003 at the request of Kenneth Johnson.
March 17, 2003:	Postpone to the meeting of April 7, 2003 at the request of TWU Local 250-A. The Commission stipulated that this would be the last continuance granted.
April 7, 2003:	Off calendar.
Recommendation of the Director of Transportation:	Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

(16) **Determination of future employability: Dismissal of permanent civil service appointment of Edna Rosete, Registered Nurse (Job Code 2320) Department of Public Health. (File No. 0159-03-7) - Action Item**

Recommendation of the Department of Public Health:	Cancel any current examination and eligibility status; Dismiss from City and County service; No future employment with the City and County of San Francisco.

(17) **Determination of future employability: Dismissal of permanent civil service appointment of Carmen Wan, Registered Nurse (Job Code 2320) Department of Public Health. (File No. 0154-03-7) - Action Item**

Recommendation of the Department of Public Health:	Cancel any current examination and eligibility status; Dismiss from City and County service; No future employment with the City and County of San Francisco.

COMMISSIONER'S OLD BUSINESS

(18) **Proposed Amendments to Civil Service Commission Rules: Volume I – Rule 114 - Appointments to add Article IX - Director of Elections. (File No. 0356-03-5) - Action Item**

May 5, 2003:	Post for adoption.
June 2, 2003:	Postpone to the meeting of June 16, 2003 at the request of the Deputy City Attorney.
June 16, 2003:	Postpone to the meeting of July 7, 2003 at the request of the Deputy City Attorney.
July 7, 2003:	Postpone to the meeting of July 21, 2003 at the request of the Deputy City Attorney and Staff.
July 21, 2003:	Postpone to the meeting of August 4, 2003 at the request of the Deputy City Attorney and Staff.
August 4, 2003:	Postpone to the meeting of August 18, 2003 at the request of the Deputy City Attorney and Staff.
August 18, 2003:	Postpone to the meeting of September 15, 2003 and place at the end of the Regular meeting calendar.
September 15, 2003:	Postpone to the meeting of October 6, 2003.
October 6, 2003:	(1) Move to end of Agenda. (2) The Commission directed staff to schedule a Special Meeting as soon as possible to discuss the proposed Rule Amendment.
October 14, 2003:	Postpone to the meeting of November 3, 2003.
Recommendation:	Adopt staff report.

(19) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(20) ADJOURNMENT

Ex

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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/3/03

IORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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MINUTES

Regular Meeting
November 3, 2003

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:10 p.m.

ROLL CALL

Commissioner Alicia D. Becerril	Excused
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present (Missed Items 11 and 12)
Commissioner Thomas T. Ng	Present
Commissioner Linda Richardson	Present

Commissioner Morgan R. Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Kenneth Johnson requested his hearing (Item #15) be continued to the meeting of November 17, 2003. The request was granted. (Vote of 4 to 0)

Vitus Leung and Lisa Feldstein, IFPTE Local 21 indicated their presence for Items #6 and #11 respectively.

APPROVAL OF MINUTES

Regular Meeting of October 20, 2003

Action: Approve. (Vote of 4 to 0)

0646-03-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4032-03/04	Municipal Transportation Agency	$667,000	Will provide specialized project management, oversight, inspection, testing, and administrative support on an as-needed basis for the Muni Safety Improvement Program.	Regular	10/31/05

October 6, 2003: Postpone PSC #4032-03/04 to the meeting of October 20, 2003 at the request of the Municipal Transportation Agency.

October 20, 2003: Postpone to the meeting of November 3, 2003 at the request of staff.

Speakers: Diana Buchbinder, Municipal Transportation Agency

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0729-03-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4039-03/04	Environment	$392,000	Will provide state-of-the-art professional technical assistance to program development and implementation under the purview of the Toxics Reduction Program of the Department of Environment.	Regular	08/31/06
4040-03/04	Recreation & Parks	$160,000	Will conduct band concerts throughout the City for official civic events including Sunday concerts at the Music Concourse in Golden Gate Park.	Regular	06/30/05
4041-03/04	Public Utilities Commission (Water)	$150,000	Will monitor and analyze policy, regulatory and legislative developments and issues affecting the City's interests in water, energy, wastewater (sewage treatment), natural resources and such other areas; and represent the City before Legislature.	Regular	11/01/04

Speakers: Debbie Raphael, Department of the Environment spoke on PSC #4039-03/04.
Vitus Leung, IFPTE Local 21 spoke to request continuance of PSC #4041-03/04.
Pat Martel, General Manager Public Utilities Commission spoke on PSC #4041-03/04 after the vote to reconsider the action to postpone.

0729-03-8 (continued)

Action:

(1) Postpone PSC #4041-03/04 to the meeting of November 17, 2003 at the request of the Public Utilities Commission. (Vote of 3 to 1; Commissioner Richardson dissents.) Adopt Human Resources Director's report on PSC #4039-03/04 and PSC #4040-03/04. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

(2) Request to reconsider action to postpone PSC #4041-03/04. (Vote of 4 to 0) Pat Martel, General Manager Public Utilities Commission spoke after the vote to reconsider the action to postpone.

(3) Adopt Human Resources Director's report on PSC #4041-03/04. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0515-03-2 **Appeal by the San Francisco Unified School District of the denial by the Human Resources Director to add a special condition "Two years of experience as a technical assistant or paralegal in labor law/workers' compensation environment" to a 1426 Senior Clerk Typist position assigned to the Workers Compensation Division at the San Francisco Unified School District. (Item No. 7)**

October 6, 2003: Postpone to the meeting of November 3, 2003. The Commission directed the Department of Human Resources and the San Francisco Unified School District to meet in order to reach a resolution.

Speakers: None.

Action: Adopt Human Resources Director's report; Approve the mutually agreed upon special condition "Six months experience in a workers' compensation environment." (Vote of 4 to 0)

0732-03-1 **Proposed Civil Service Commission Meeting Schedule for Calendar Year 2004. (Item No. 8)**

Speakers: None.

Action: Amend to show meetings following holidays as Regular Meetings; Approve. (Vote of 4 to 0)

0575-03-6 **Appeal by Violet Khanania of the Human Resources Director's finding of insufficient evidence to sustain a charge of national origin discrimination. (Item No. 9)**

October 20, 2003: Postpone to the meeting of November 3, 2003 at the request of staff.

Speakers: Linda Simon, Department of Human Resources
Violet Khanania, Appellant

Action: Adopt report. Sustain decision of Human Resources Director; deny appeal by Violet Khanania. (Vote of 4 to 0)

0435-03-4 **Appeal by Annamarie Hewson of the rejection of application for Employment and Training Specialist II (Job Code 9704) Department of Human Services. (Item No. 10)**

Speakers: Bruce Topp, Department of Human Services
Annamarie Hewson, Appellant

Action: Deny the appeal by Annamarie Hewson. Adopt Human Resources Director's report. (Vote of 4 to 0)

0648-03-2 **Request for hearing on the Classification Actions posted by the Department of Human Resources recommending reallocation of two positions at the Department of Children, Youth and Families. (Item No. 11)**

October 6, 2003: Postpone to the meeting of October 20, 2003 at the request of IFPTE Local 21.

October 20, 2003: Postpone to the meeting of November 3, 2003.

Speakers: Ana Valdes, Department of Human Resources
Lisa Feldstein, IFPTE Local 21
Nani Coloretti, Department of Children, Youth & Families
Marsha Stroope, Department of Human Resources

Action: Adopt report. Approve the allocation of two positions at the Department of Children, Youth and Families and finalize proposed classification actions. (Vote of 3 to 0; Commissioner Gorrono missed vote.)

0730-03-1 **Municipal Transportation Agency's Notification of Applicant Rights and Responsibilities. (Item No. 12)**

Speakers:	Candy Heurlin, Municipal Transportation Agency
Action:	Accept and file report. (Vote of 3 to 0; Commissioner Gorrono missed vote.)

0731-03-1 **Department of Human Resources' Notification of Applicant Rights and Responsibilities. (Item No. 13)**

Speakers:	Marsha Stroope, Department of Human Resources
Action:	Accept and file report. (Vote of 4 to 0)

0542-03-7 **Determination of future employability: Resignation with services unsatisfactory of permanent civil service appointment of Charles Bergeron, Registered Nurse (Job Code 2320) Department of Public Health. (Item No. 14)**

Speakers:	Michael Brown, Department of Public Health Charles Bergeron, Appellant
Action:	Cancel all current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County of San Francisco. (Vote of 4 to 0)

0858-02-7 **Request by Kenneth Johnson for reconsideration on Final Administrative Action and future employability as Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 15)**

February 3, 2003:	Postpone to the meeting of March 3, 2003 at the request of Kenneth Johnson.
March 17, 2003:	Postpone to the meeting of April 7, 2003 at the request of TWU Local 250-A. The Commission stipulated that this would be the last continuance granted.
April 7, 2003:	Off calendar.
Speakers:	Kenneth Johnson, Appellant Mike Casey, Municipal Transportation Agency
Action:	Postpone to the meeting of November 17, 2003 at the request of Kenneth Johnson. (Vote of 4 to 0) Mr. Johnson indicated that he will not be present but TWU Local 250-A will represent him. The Commission directed the Executive Officer to obtain copies of the audio tape requested by Mr. Johnson.

0159-03-7 **Determination of future employability: Dismissal of permanent civil service appointment of Edna Rosete, Registered Nurse (Job Code 2320) Department of Public Health. (Item No. 16)**

Speakers:	None.
Action:	Postpone to the meeting of December 15, 2003 at the request of SEIU Local 790. (Vote of 4 to 0)

0154-03-7 **Determination of future employability: Dismissal of permanent civil service appointment of Carmen Wan, Registered Nurse (Job Code 2320) Department of Public Health. (Item No. 17)**

Speakers:	None.
Action:	Postpone to the meeting of December 15, 2003 at the request of SEIU Local 790. (Vote of 4 to 0)

0356-03-5 Proposed Amendments to Civil Service Commission Rules: Volume I – Rule 114 - Appointments to add Article IX - Director of Elections. (Item No. 18)

May 5, 2003:	Post for adoption.
June 2, 2003:	Postpone to the meeting of June 16, 2003 at the request of the Deputy City Attorney.
June 16, 2003:	Postpone to the meeting of July 7, 2003 at the request of the Deputy City Attorney.
July 7, 2003:	Postpone to the meeting of July 21, 2003 at the request of the Deputy City Attorney and Staff.
July 21, 2003:	Postpone to the meeting of August 4, 2003 at the request of the Deputy City Attorney and Staff.
August 4, 2003:	Postpone to the meeting of August 18, 2003 at the request of the Deputy City Attorney and Staff.
August 18, 2003:	Postpone to the meeting of September 15, 2003 and place at the end of the Regular meeting calendar.
September 15, 2003:	Postpone to the meeting of October 6, 2003.
October 6, 2003:	(1) Move to end of Agenda. (2) The Commission directed staff to schedule a Special Meeting as soon as possible to discuss the proposed Rule Amendment.
October 14, 2003:	Postpone to the meeting of November 3, 2003.
Speakers:	None.
Action:	Adopt staff report. Post proposed amendments as revised for adoption at the meeting of November 17, 2003. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

6:07 p.m.

The meeting adjourned in memory of Novato Firefighter Steven Rucker who was killed in the line of duty while battling the San Diego County Cedar Fire. The Executive Officer is directed to send a communication to Firefighter Rucker's family with condolences from the Civil Service Commission.
(Vote of 4 to 0)

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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11/17/03

ORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
November 17, 2003

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11-12-03A10:05 RCVD

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

EXECUTIVE OFFICERS' REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

5 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

330-57-11

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 ½-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

H. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

I. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

J. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

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Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 – 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November17, 2003
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas T. Ng
Commissioner Linda Richardson

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of November 3, 2003

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0758-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4042-03/04	Public Health	$190,000	Will provide intermittent, specialized gerontological care services and supervision of UCSF Nursing students through a gerontological nurse practitioner to a group of residents at Laguna Honda Hospital.	Regular	09/30/05
4043-03/04	Parking & Traffic	$2,910,816	Will provide professional parking garage management services at City garages.	Regular	01/31/10
4044-03/04	Municipal Transportation Agency	$200,000	Will provide federally mandated urine analysis for safety-sensitive employees with the San Francisco Municipal Railway (MUNI).	Regular	10/31/06

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Appeal by Alice Fialkin of the Human Resources Director's action to approve the Municipal Transportation Agency's decision in her sexual harassment complaint. (File No. 0835-01-6) – Action Item

Recommendation: Adopt the staff report. Sustain the decision of the Human Resources Director; deny the appeal by Alice Fialkin.

(7) **Appeal by John Bowman of the decision of the Human Resources Director to reject Mr. Bowman's self-certification on meeting the qualifications for positions with the special condition requiring verifiable and recent assistant level experience in the use of PeopleTools, including application designer, query, SQR, PeopleCode, and business process design (ISHRMS06). (File No. 0475-03-4) – Action Item**

September 15, 2003:	Postpone to the meeting of October 6, 2003 at the request of the Department of Human Resources.
October 6, 2003:	Postpone to the meeting of October 20, 2003 at the request of the Department of Human Resources.
October 20, 2003:	Postpone to the meeting of November 17, 2003 at the request of the Department of Human Resources.
Recommendation:	Deny the appeal of John Bowman; Adopt the Human Resources Director's report.

(8) **Appeal by Pierre Romain of the background rejection for Police Officer (Job Code Q - 2) San Francisco Police Department. (File No. 0568-03-4) – Action Item**

Recommendation:	Deny the appeal by Pierre Romain. Adopt the Human Resources Director's report.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(9) **Determination of future employability: Termination of provisional civil service appointment of J. Eric Greenlaw, Swimming Instructor/Pool Lifeguard (Job Code 3210) Recreation and Park Department. (File No. 0535-03-7) - Action Item**

October 20, 2003:	Postpone to the meeting of November 17, 2003 at the request of Barbara Thomson.
Recommendation of the Recreation & Park Department:	No future employment with the City and County of San Francisco.

(10) **Request by Kenneth Johnson for reconsideration on Final Administrative Action and future employability as Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0858-02-7) – Action Item**

February 3, 2003:	Postpone to the meeting of March 3, 2003 at the request of Kenneth Johnson.
March 17, 2003:	Postpone to the meeting of April 7, 2003 at the request of TWU Local 250-A. The Commission stipulated that this would be the last continuance granted.
April 7, 2003:	Off calendar.
November 3, 2003:	Postpone to the meeting of November 17, 2003 at the request of Kenneth Johnson.
Recommendation of the Director of Transportation:	Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

EXECUTIVE OFFICER'S REPORT

(11) **Activities of the Civil Service Commission July 1, 2003 through October 31, 2003. (File No. 0759-03-1) - Action Item**

Recommendation: Accept report.

(12) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(13) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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amended

MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AMENDED

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AGENDA

**Regular Meeting
of
November 17, 2003**

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

EXECUTIVE OFFICERS' REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 ½-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

H. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

I. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

J. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November17, 2003
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas T. Ng
Commissioner Linda Richardson

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – **Action Item**

Regular Meeting of November 3, 2003

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

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(5) Review of request for approval of proposed personal services contracts. (File No. 0758-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4042-03/04	Public Health	$190,000	Will provide intermittent, specialized gerontological care services and supervision of UCSF Nursing students through a gerontological nurse practitioner to a group of residents at Laguna Honda Hospital.	Regular	09/30/05
4043-03/04	Parking & Traffic	$2,910,816	Will provide professional parking garage management services at City garages.	Regular	01/31/10
4044-03/04	Municipal Transportation Agency	$200,000	Will provide federally mandated urine analysis for safety-sensitive employees with the San Francisco Municipal Railway (MUNI).	Regular	10/31/06

Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

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(6) Proposed Amendments to Civil Service Commission Rules: Volume I – Rule 114 - Appointments to add Article IX - Director of Elections. (File No. 0356-03-5) - Action Item

May 5, 2003:	Post for adoption.
June 2, 2003:	Postpone to the meeting of June 16, 2003 at the request of the Deputy City Attorney.

File No. 0356-03-5 (continued)

June 16, 2003:	Postpone to the meeting of July 7, 2003 at the request of the Deputy City Attorney.
July 7, 2003:	Postpone to the meeting of July 21, 2003 at the request of the Deputy City Attorney and Staff.
July 21, 2003:	Postpone to the meeting of August 4, 2003 at the request of the Deputy City Attorney and Staff.
August 4, 2003:	Postpone to the meeting of August 18, 2003 at the request of the Deputy City Attorney and Staff.
August 18, 2003:	Postpone to the meeting of September 15, 2003 and place at the end of the Regular meeting calendar.
September 15, 2003:	Postpone to the meeting of October 6, 2003.
October 6, 2003:	(1) Move to end of Agenda. (2) The Commission directed staff to schedule a Special Meeting as soon as possible to discuss the proposed Rule Amendment.
October 14, 2003:	Postpone to the meeting of November 3, 2003.
November 3, 2003:	Adopt staff report. Post proposed amendments as revised for adoption at the meeting of November 17, 2003.
Recommendation:	Adopt proposed amendments to Civil Service Commission Rule 114 – Appointments to add Article IX – Director of Elections.

REGULAR AGENDA

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(7) **Appeal by Alice Fialkin of the Human Resources Director's action to approve the Municipal Transportation Agency's decision in her sexual harassment complaint. (File No. 0835-01-6) – Action Item**

Recommendation:	Adopt the staff report. Sustain the decision of the Human Resources Director; deny the appeal by Alice Fialkin.

(8) **Appeal by John Bowman of the decision of the Human Resources Director to reject Mr. Bowman's self-certification on meeting the qualifications for positions with the special condition requiring verifiable and recent assistant level experience in the use of PeopleTools, including application designer, query, SQR, PeopleCode, and business process design (ISHRMS06). (File No. 0475-03-4) – Action Item**

September 15, 2003:	Postpone to the meeting of October 6, 2003 at the request of the Department of Human Resources.
October 6, 2003:	Postpone to the meeting of October 20, 2003 at the request of the Department of Human Resources.
October 20, 2003:	Postpone to the meeting of November 17, 2003 at the request of the Department of Human Resources.
Recommendation:	Deny the appeal of John Bowman; Adopt the Human Resources Director's report.

(9) **Appeal by Pierre Romain of the background rejection for Police Officer (Job Code Q - 2) San Francisco Police Department. (File No. 0568-03-4) – Action Item**

Recommendation:	Deny the appeal by Pierre Romain. Adopt the Human Resources Director's report.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(10) **Determination of future employability: Termination of provisional civil service appointment of J. Eric Greenlaw, Swimming Instructor/Pool Lifeguard (Job Code 3210) Recreation and Park Department. (File No. 0535-03-7) - Action Item**

October 20, 2003:	Postpone to the meeting of November 17, 2003 at the request of Barbara Thomson.
Recommendation of the Recreation & Park Department:	No future employment with the City and County of San Francisco.

(11) **Request by Kenneth Johnson for reconsideration on Final Administrative Action and future employability as Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0858-02-7) – Action Item**

February 3, 2003:	Postpone to the meeting of March 3, 2003 at the request of Kenneth Johnson.
March 17, 2003:	Postpone to the meeting of April 7, 2003 at the request of TWU Local 250-A. The Commission stipulated that this would be the last continuance granted.
April 7, 2003:	Off calendar.
November 3, 2003:	Postpone to the meeting of November 17, 2003 at the request of Kenneth Johnson.
Recommendation of the Director of Transportation:	Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

EXECUTIVE OFFICER'S REPORT

(12) **Activities of the Civil Service Commission July 1, 2003 through October 31, 2003. (File No. 0759-03-1) - Action Item**

Recommendation: Accept report.

(13) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(14) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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ORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
November 17, 2003

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:13 p.m.

ROLL CALL

Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Excused
Commissioner Thomas T. Ng	Excused
Commissioner Linda Richardson	Present

Commissioner Richardson presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of November 3, 2003

Action: Approve. (Vote of 3 to 0)

VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.sfgov.org/civil_service/

0758-03-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4042-03/04	Public Health	$190,000	Will provide intermittent, specialized gerontological care services and supervision of UCSF Nursing students through a gerontological nurse practitioner to a group of residents at Laguna Honda Hospital.	Regular	09/30/05
4043-03/04	Parking & Traffic	$2,910,816	Will provide professional parking garage management services at City garages.	Regular	01/31/10
4044-03/04	Municipal Transportation Agency	$200,000	Will provide federally mandated urine analysis for safety-sensitive employees with the San Francisco Municipal Railway (MUNI).	Regular	10/31/06

Speakers: Steven Lee, Department of Parking and Traffic spoke on PSC #4043-03/04.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0356-03-5 Proposed Amendments to Civil Service Commission Rules: Volume I – Rule 114 - Appointments to add Article IX - Director of Elections. (Item No. 6)

May 5, 2003: Post for adoption.

June 2, 2003: Postpone to the meeting of June 16, 2003 at the request of the Deputy City Attorney.

June 16, 2003: Postpone to the meeting of July 7, 2003 at the request of the Deputy City Attorney.

July 7, 2003: Postpone to the meeting of July 21, 2003 at the request of the Deputy City Attorney and Staff.

July 21, 2003: Postpone to the meeting of August 4, 2003 at the request of the Deputy City Attorney and Staff.

August 4, 2003: Postpone to the meeting of August 18, 2003 at the request of the Deputy City Attorney and Staff.

August 18, 2003: Postpone to the meeting of September 15, 2003 and place at the end of the Regular meeting calendar.

September 15, 2003: Postpone to the meeting of October 6, 2003.

0356-03-5 (continued)

October 6, 2003: (1) Move to end of Agenda.
(2) The Commission directed staff to schedule a Special Meeting as soon as possible to discuss the proposed Rule Amendment.

October 14, 2003: Postpone to the meeting of November 3, 2003.

November 3, 2003: Adopt staff report. Post proposed amendments as revised for adoption at the meeting of November 17, 2003.

Speakers: None.

Action: Adopt proposed amendments to Civil Service Commission Rule 114 – Appointments to add Article IX – Director of Elections, Section 114.46 – 114.58.2. (Vote of 3 to 0)

0835-01-6 Appeal by Alice Fialkin of the Human Resources Director's action to approve the Municipal Transportation Agency's decision in her sexual harassment complaint. (Item No. 7)

Speakers: None.

Action: Postpone to the meeting of February 2, 2004 at the request of Alice Fialkin. (Vote of 3 to 0)

0475-03-4 Appeal by John Bowman of the decision of the Human Resources Director to reject Mr. Bowman's self-certification on meeting the qualifications for positions with the special condition requiring verifiable and recent assistant level experience in the use of PeopleTools, including application designer, query, SQR, PeopleCode, and business process design (ISHRMS06). (Item No. 8)

September 15, 2003: Postpone to the meeting of October 6, 2003 at the request of the Department of Human Resources.

October 6, 2003: Postpone to the meeting of October 20, 2003 at the request of the Department of Human Resources.

October 20, 2003: Postpone to the meeting of November 17, 2003 at the request of the Department of Human Resources.

Speakers: None.

Action: Postpone to the meeting of December 1, 2003 at the request of the Department of Human Resources. (Vote of 3 to 0)

0568-03-4 Appeal by Pierre Romain of the background rejection for Police Officer (Job Code Q - 2) San Francisco Police Department. (Item No. 9)

Speakers:	None.
Action:	Postpone to the meeting of December 1, 2003 at the request of President Morgan Gorrono. (Vote of 3 to 0)

0535-03-7 Determination of future employability: Termination of provisional civil service appointment of J. Eric Greenlaw, Swimming Instructor/Pool Lifeguard (Job Code 3210) Recreation and Park Department. (Item No. 10)

October 20, 2003:	Postpone to the meeting of November 17, 2003 at the request of Barbara Thomson.
Speakers:	None.
Action:	Off Calendar at the request of Barbara Thomson pending resolution of an unfair labor practice filed with the Public Employment Relations Board. (Vote of 3 to 0)

0858-02-7 Request by Kenneth Johnson for reconsideration on Final Administrative Action and future employability as Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 11)

February 3, 2003:	Postpone to the meeting of March 3, 2003 at the request of Kenneth Johnson.
March 17, 2003:	Postpone to the meeting of April 7, 2003 at the request of TWU Local 250-A. The Commission stipulated that this would be the last continuance granted.
April 7, 2003:	Off calendar.
November 3, 2003:	Postpone to the meeting of November 17, 2003 at the request of Kenneth Johnson.
Speakers:	Kenneth Johnson, Appellant Michael Casey, Municipal Transportation Agency John Dudley, TWU Local 250-A
Action:	Postpone to the meeting of December 15, 2003 in order to give Mr. Johnson an opportunity to inquire about service or disability retirement at the Retirement System. (Vote of 3 to 0)

0759-03-1 Activities of the Civil Service Commission July 1, 2003 through October 31, 2003. (Item No. 12)

Speakers: Kate Favetti, Executive Officer

Action: Accept report; file. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Commissioner Richardson stated that she is concerned and would like resolution of payment for outside counsel on the Director of Elections appeal. The Executive Officer indicated that the matter will be placed on the Agenda for the meeting of December 1, 2003 for discussion.

ADJOURNMENT

3:34 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
December 1, 2003

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ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA
- Possible Closed Session on Item #11

SEPARATIONS AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

5 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 ½-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

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Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

H. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

I. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

J. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 – 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 1, 2003
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas T. Ng
Commissioner Linda Richardson

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of November 17, 2003

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0792-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4045-03/04	Arts Commission	$800,000	Will design, fabricate and transport artwork for San Francisco International Airport.	Regular	07/10/07
4046-03/04	Telecommunications & Information Services	$750,000	Will assist existing cabling staff during periods of heavy workload and perform basic telecommunications wiring and cabling work for different installation types.	Regular	09/30/05
4047-03/04	Office of Contract Administration	$8,000,000	Will provide as needed information technology consulting services including project management; software development and programming; system design and integration and training.	Regular	12/31/06

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Proposed Amendments to Civil Service Commission Rule Series 05.12.2 – Appeals - Compensation Matters. (File No. 0793-03-5) - Action Item

November 7, 2003: Post for adoption.

Recommendation: Adopt.

(7) **Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (File No. 0794-03-5) - Action Item**

Recommendation:	Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2004, upon agreement with the affected employee organizations.

(8) **Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (File No. 0795-03-5) - Action Item**

Recommendation:	Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2004, upon agreement with the affected employee organizations.

(9) **Appeal by John Bowman of the decision of the Human Resources Director to reject Mr. Bowman's self-certification on meeting the qualifications for positions with the special condition requiring verifiable and recent assistant level experience in the use of PeopleTools, including application designer, query, SQR, PeopleCode, and business process design (ISHRMS06). (File No. 0475-03-4) – Action Item**

September 15, 2003:	Postpone to the meeting of October 6, 2003 at the request of the Department of Human Resources.
October 6, 2003:	Postpone to the meeting of October 20, 2003 at the request of the Department of Human Resources.
October 20, 2003:	Postpone to the meeting of November 17, 2003 at the request of the Department of Human Resources.
November 17, 2003:	Postpone to the meeting of December 1, 2003 at the request of the Department of Human Resources.
Recommendation:	Off calendar.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(10) Reconsideration of the request for approval of proposed personal services contract. (File No. 0729-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4041-03/04	Public Utilities Commission (Water)	$150,000	Will monitor and analyze policy, regulatory and legislative developments and issues affecting the City's interests in water, energy, wastewater (sewage treatment), natural resources and such other areas; and represent the City before Legislature.	Regular	11/01/04

November 3, 2003:

(1) Postpone PSC #4041-03/04 to the meeting of November 17, 2003 at the request of the Public Utilities Commission.

(2) Request to reconsider action to postpone PSC #4041-03/04. (Vote of 4 to 0) Pat Martel, General Manager Public Utilities Commission spoke after the vote to reconsider the action to postpone.

(3) Adopt Human Resources Director's report on PSC #4041-03/04. Notify the offices of the Controller and the Purchaser.

Recommendation of the Executive Officer and the Human Resources Director:

(1) Reconsider action of November 3, 2003 approving PSC # 4041-03/04;
(2) Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(11) Proposed draft amendments to Civil Service Commission Rules applicable to the Uniformed Ranks of the San Francisco Police Department – Volume II - Rule 203 - Equal Employment Opportunity Policy; Rule 209 - Position Classification and Related Rules; Rule 210 - Police Examination Qualifications and Applicants; Rule 211 – Examinations; Rule 212 - Eligible Lists – Police Department; Rule 213 - Certification of Eligibles – Police Department. (File No. 0796-03-5) – Discussion & Possible Action Item

Recommendation:

(1) Open for discussion

(2) Post Proposed Amendments at the Regular Meeting of the Civil Service Commission on December 15, 2003 for meet and confer.

A. Vote on whether to hold closed session to confer with the designated labor negotiator, San Francisco Administrative Code 67.10 (e) – ACTION ITEM

1) CONFERENCE WITH LABOR NEGOTIATOR
(Discussion and possible action Item)

California Government Code Sec. 54957.6(a),
San Francisco Administrative Code Section 67.10(e)
Kate Favetti, Executive Officer/Labor Negotiator, CSC
Organization: San Francisco Police Officers Association

Anticipated issue under negotiation:
Volume II – Rules Applicable to the Uniformed Ranks of the San Francisco Police Department:

- Rule 203 - Equal Employment Opportunity Policy
- Rule 209 - Position Classification and Related Rules
- Rule 210 - Police Examination Qualifications and Applicants
- Rule 211 – Examinations; Rule
- Rule 212 - Eligible Lists – Police Department
- Rule 213 - Certification of Eligibles – Police Department

B. Reconvene in open session:

1. Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a) (ACTION ITEM)

(12) Appeal by Berton Yao Wong of the background rejection for Transit Operator (Job Code 9163) Eligibility List #172. (File No. 0713-02-4) – Action Item

Recommendation of the Director of Transportation:	Deny the appeal; sustain the San Francisco Municipal Transportation Agency's decision not to lift Mr. Wong's background waiver at this time.

(13) **Appeal by Pierre Romain of the background rejection for Police Officer (Job Code Q - 2) San Francisco Police Department. (File No. 0568-03-4) – Action Item**

November 17, 2003:	Postpone to the meeting of December 1, 2003 at the request of President Morgan R. Gorrono.
Recommendation:	Deny the appeal by Pierre Romain. Adopt the Human Resources Director's report.

(14) **Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100. (File No. 0797-03-1) – Action Item**

Recommendation: Open for discussion.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(15) **Determination of future employability: Post retirement of permanent civil service appointment of Larry Prosper, Institutional Police Sergeant (Job Code 8205) Department of Public Health. (File No. 0534-03-7) - Action Item**

Recommendation: Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

EXECUTIVE OFFICER'S REPORT

(16) **Report on Supplemental Budget Request for Payment of Outside Legal Counsel. (File No. 0811-03-1) – Action Item**

Recommendation: Open for discussion.

(17) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(18) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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/1/03

IORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
December 1, 2003

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:12 p.m.

ROLL CALL

Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Commissioner Thomas T. Ng	Present
Commissioner Linda Richardson	Present

Commissioner Morgan R. Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Spike Kahn, IFPTE Local 21 requested that the appeal by John Bowman (Item #9) remain active pending resolution of the matter of compensation.

APPROVAL OF MINUTES

Regular Meeting of November 17, 2003

Action: Approve. (Vote of 5 to 0)

0792-03-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4045-03/04	Arts Commission	$800,000	Will design, fabricate and transport artwork for San Francisco International Airport.	Regular	07/10/07
4046-03/04	Telecommunications & Information Services	$750,000	Will assist existing cabling staff during periods of heavy workload and perform basic telecommunications wiring and cabling work for different installation types.	Regular	09/30/05
4047-03/04 *Over to 12/15/03*	Office of Contract Administration	$8,000,000	Will provide as needed information technology consulting services including project management; software development and programming; system design and integration and training.	Regular	12/31/06

Speakers: None.

Action: Postpone PSC #4047-03/04 to the meeting of December 15, 2003 at the request of the Office of Contract Administration; Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0793-03-5 Proposed Amendments to Civil Service Commission Rule Series 05.12.2 – Appeals - Compensation Matters. (Item No. 6)

November 7, 2003: Post for adoption.

Speakers: None.

Action: Adopt as amended Civil Service Commission Rule Series 05.12.2 – Appeals – Compensation Matters substituting "business days" for "working days". (Vote of 5 to 0)

0794-03-5 Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (Item No. 7)

Speakers: None.

Action: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2004, upon agreement with the affected employee organizations. (Vote of 5 to 0)

0795-03-5 Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (Item No. 8)

Speakers: None.

Action: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2004, upon agreement with the affected employee organizations. (Vote of 5 to 0)

0475-03-4 Appeal by John Bowman of the decision of the Human Resources Director to reject Mr. Bowman's self-certification on meeting the qualifications for positions with the special condition requiring verifiable and recent assistant level experience in the use of PeopleTools, including application designer, query, SQR, PeopleCode, and business process design (ISHRMS06). (Item No. 9)

September 15, 2003: Postpone to the meeting of October 6, 2003 at the request of the Department of Human Resources.

October 6, 2003: Postpone to the meeting of October 20, 2003 at the request of the Department of Human Resources.

October 20, 2003: Postpone to the meeting of November 17, 2003 at the request of the Department of Human Resources.

November 17, 2003: Postpone to the meeting of December 1, 2003 at the request of the Department of Human Resources.

Speakers: None.

Action: Postpone to the meeting of February 2, 2004 at the request of Spike Kahn, IFPTE Local 21. (Vote of 5 to 0)

0729-03-8 Reconsideration of the request for approval of proposed personal services contract. (Item No. 10)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4041-03/04	Public Utilities Commission (Water)	$150,000	Will monitor and analyze policy, regulatory and legislative developments and issues affecting the City's interests in water, energy, wastewater (sewage treatment), natural resources and such other areas; and represent the City before Legislature.	Regular	11/01/04

November 3, 2003:

(1) Postpone PSC #4041-03/04 to the meeting of November 17, 2003 at the request of the Public Utilities Commission.

(2) Request to reconsider action to postpone PSC #4041-03/04. (Vote of 4 to 0) Pat Martel, General Manager Public Utilities Commission spoke after the vote to reconsider the action to postpone.

(3) Adopt Human Resources Director's report on PSC #4041-03/04. Notify the offices of the Controller and the Purchaser.

Speakers:

Pat Martel, General Manager, Public Utilities Commission
Vitus Leung, IFPTE Local 21
Duane Reno, Attorney for IFPTE Local 21

Action:

(1) Reconsider action of November 3, 2003 approving PSC # 4041-03/04. (Vote of 5 to 0)

(2) Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0796-03-5 **Proposed draft amendments to Civil Service Commission Rules applicable to the Uniformed Ranks of the San Francisco Police Department – Volume II - Rule 203 - Equal Employment Opportunity Policy; Rule 209 - Position Classification and Related Rules; Rule 210 - Police Examination Qualifications and Applicants; Rule 211 –**

Examinations; Rule 212 - Eligible Lists – Police Department; Rule 213 - Certification of Eligibles – Police Department. (Item No. 11)

Speakers: Assistant Chief Heather Fong, San Francisco Police Department
Vincent Harrington, Attorney for Police Officers Association

Action: Postpone to the meeting of December 15, 2003. (Vote of 5 to 0)

0713-02-4 **Appeal by Berton Yao Wong of the background rejection for Transit Operator (Job Code 9163) Eligibility List #172. (Item No. 12)**

Speakers: None.

Action: Deny the appeal; sustain the San Francisco Municipal Transportation Agency's decision not to lift Mr. Wong's background waiver at this time. (Vote of 5 to 0) Mr. Wong failed to appear.

0568-03-4 **Appeal by Pierre Romain of the background rejection for Police Officer (Job Code Q - 2) San Francisco Police Department. (Item No. 13)**

November 17, 2003: Postpone to the meeting of December 1, 2003 at the request of President Morgan R. Gorrono.

Speakers: Lt. Daniel Mahoney, San Francisco Police Department
Howard Moore, Jr., Attorney for appellant
John Goines, Jr. on behalf of appellant
Pierre Romain, Appellant
Sgt. Michael Zurcher, San Francisco Police Department
Capt. Antonio Parra, San Francisco Police Department
Duane Anthony Miller on behalf of appellant

Action: Deny the appeal by Pierre Romain. Adopt the Human Resources Director's report. (Vote of 4 to 1; Commissioner Becerril dissents)

0797-03-1 **Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2004 through June 30, 2009 in accordance with Charter Section 2.100. (Item No. 14)**

Speakers: Yvette Gamble, Civil Service Commission

Action: Accept report. (Vote of 5 to 0)

0534-03-7 Determination of future employability: Post retirement of permanent civil service appointment of Larry Prosper, Institutional Police Sergeant (Job Code 8205) Department of Public Health. (Item No. 15)

Speakers: None.

Action: Postpone to the meeting of December 15, 2003 at the request of Larry Prosper. (Vote of 5 to 0)

0811-03-1 Report on Supplemental Budget Request for Payment of Outside Legal Counsel. (Item No. 16)

Speakers: Kate Favetti, Executive Officer Civil Service Commission

Action: Directed Executive Officer to resubmit Supplemental Budget Request. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

5:02 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

65
4
2/15/03

MORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
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KATE FAVETTI
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AGENDA

Regular Meeting
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1 Dr. Carlton B. Goodlett Place

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REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

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C. Policy on Written Submissions by Appellants

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For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

I. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

J. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 – 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 15, 2003
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas T. Ng
Commissioner Linda Richardson

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of December 1, 2003

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0792-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4047-03/04	Office of Contract Administration	$8,000,000	Will provide as needed information technology consulting services including project management; software development and programming; system design and integration and training.	Regular	12/31/06

December 1, 2003:	Postpone to the meeting of December 15, 2003 at the request of the Office of Contract Administration.
Recommendation of the Human Resources Director:	Adopt Human Resources Director's report; Notify the offices of the Purchaser and the Controller.

(6) Review of request for approval of proposed personal services contracts. (File No. 0826-03-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4049-03/04	Public Utilities Commission (Water)	$350,000	Will provide independent peer review of major engineering project deliverables produced by the SFPUC's Conceptual Engineering (CER).	Regular	07/31/06
4050-03/04	Public Utilities Commission (Water)	$500,000	Will provide financial advisory services related to the issuance of revenue bonds and other financial instruments.	Regular	10/30/06
4051-03/04	Public Utilities Commission (Water)	$2,500,000	Will provide specialized geotechnical services on an as-need basis. Will prepare geotechnical performance criteria; design plans, specifications and cost estimates; perform investigations; write studies and reports; and provide field visits.	Regular	10/31/06
4052-03/04	Airport Commission	$100,000	Will represent the Airport in Washington, DC for many federal issues raised by increased security mandates including access to Federal dollars, immigration policies that affect International Traffic levels, and staffing of Federal agencies at the Airport.	Regular	06/30/04

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4053-03/04	District Attorney	$90,000	Will provide case management and services to women and transgender individuals who have experienced sexual exploitation and violence.	Regular	06/30/04
4054-03/04	Controller	$9,000,000	Will perform annual financial audit services and report on the financial statements for the City's Comprehensive Annual Financial Report (CAFR), the departments/funds.	Regular	06/30/09

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report; Notify the offices of the Purchaser and the Controller.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (File No. 0794-03-5) - Action Item

December 1, 2003: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2004, upon agreement with the affected employee organizations.

Recommendation: Adopt.

(8) Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (File No. 0795-03-5) - Action Item

December 1, 2003: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2004, upon agreement with the affected employee organizations.

Recommendation: Adopt.

(9) **Determination of future employability: Pre-retirement of permanent civil service appointment of Larry Prosper, Institutional Police Sergeant (Job Code 8205) Department of Public Health. (File No. 0534-03-7) - Action Item**

December 1, 2003:	Postpone to the meeting of December 15, 2003 at the request of Larry Prosper.
Recommendation:	Postpone to the meeting of January 5, 2004 at the request of the Department of Public Health.

(10) **Request to amend and correct recently adopted eligible lists for Classes 1932 Assistant Storekeeper and 1934 Storekeeper. (File No. 0830-03-2) - Action Item**

Recommendation:	Approve staff report; Grant request to amend and correct the recently adopted eligible list for Class 1932 Assistant Storekeeper and 1934 Storekeeper by adding one eligible to the 1934 eligible list and correcting the score of another eligible to reflect veterans preference points entitlement for both the 1932 Assistant Storekeeper and 1934 Storekeeper eligible lists.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(11) **Review of request for approval of proposed personal services contracts. (File No. 0827-03-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4077-02/03	Mayor's Office	Increase Amount $81,771 New Amount $278,021	Will serve as the lead agent in the California State Legislature working with the Mayor's Office of Legislative Affairs in determining legislative and budget priorities for the City & County of San Francisco.	Regular	06/30/04
4078-02/03	Mayor's Office	Increase Amount $130,500 New Amount $442,500	Will serve as Federal Legislative representative.	Regular	06/30/04

Recommendation of the Human Resources Director:	Adopt the Human Resources Director's report; Notify the offices of the Purchaser and the Controller.

(12) Proposed amendments to Civil Service Commission Rules applicable to the Uniformed Ranks of the San Francisco Police Department – Volume II - Rule 203 - Equal Employment Opportunity Policy; Rule 209 - Position Classification and Related Rules; Rule 210 - Police Examination Qualifications and Applicants; Rule 211 – Examinations; Rule 212 - Eligible Lists – Police Department; Rule 213 - Certification of Eligibles – Police Department. (File No. 0796-03-5) – Discussion & Possible Action Item

December 1, 2003: Discussion continued to the meeting of December 15, 2003.

Recommendation: Open for discussion.

A. Vote on whether to hold closed session to confer with the designated labor negotiator, San Francisco Administrative Code 67.10 (e) – ACTION ITEM

(1) CONFERENCE WITH LABOR NEGOTIATOR
(Discussion and possible action Item)

California Government Code Sec. 54957.6(a), San Francisco Administrative Code Section 67.10(e)
Kate Favetti, Executive Officer/Labor Negotiator, CSC
Organization: San Francisco Police Officers Association

Anticipated issue under negotiation:
Volume II – Rules Applicable to the Uniformed Ranks of the San Francisco Police Department:

- Rule 203 - Equal Employment Opportunity Policy
- Rule 209 - Position Classification and Related Rules
- Rule 210 - Police Examination Qualifications and Applicants
- Rule 211 – Examinations; Rule
- Rule 212 - Eligible Lists – Police Department
- Rule 213 - Certification of Eligibles – Police Department

B. Reconvene in open session

1) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a) (ACTION ITEM)

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(13) **Determination of future employability: Dismissal of permanent civil service appointment of Edna Rosete, Registered Nurse (Job Code 2320) Department of Public Health. (File No. 0159-03-7) - Action Item**

November 3, 2003:	Postpone to the meeting of December 15, 2003 at the request of SEIU Local 790.
Recommendation of the Department of Public Health:	Cancel any current examination and eligibility status; Dismiss from City and County service; No future employment with the City and County of San Francisco.

(14) **Determination of future employability: Dismissal of permanent civil service appointment of Carmen Wan, Registered Nurse (Job Code 2320) Department of Public Health. (File No. 0154-03-7) - Action Item**

November 3, 2003:	Postpone to the meeting of December 15, 2003 at the request of SEIU Local 790.
Recommendation of the Department of Public Health:	Cancel any current examination and eligibility status; Dismiss from City and County service; No future employment with the City and County of San Francisco.

(15) **Request for hearing on future employment restrictions by Kenneth Johnson, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0858-02-7) – Action Item**

February 3, 2003:	Postpone to the meeting of March 3, 2003 at the request of Kenneth Johnson.
March 17, 2003:	Postpone to the meeting of April 7, 2003 at the request of TWU Local 250-A. The Commission stipulated that this would be the last continuance granted.
April 7, 2003:	Off calendar.
November 3, 2003:	Postpone to the meeting of November 17, 2003 at the request of Kenneth Johnson.
November 17, 2003:	Postpone to the meeting of December 15, 2003 in order to give Mr. Johnson an opportunity to inquire about service or disability retirement at the Retirement System.
Recommendation of the Director of Transportation:	Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

(16) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(17) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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'/15/03

ORGAN R. GORRONO
PRESIDENT

LINDA RICHARDSON
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

THOMAS T. NG
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

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Regular Meeting
December 15, 2003

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:07 p.m.

ROLL CALL

Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Commissioner Thomas T. Ng	Present
Commissioner Linda Richardson	Present

Commissioner Morgan R. Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of December 1, 2003

Action: Approve. (Vote of 5 to 0)

ANNOUNCEMENTS

Paul Zarefsky, Deputy City Attorney and legal counsel to the Civil Service Commission announced that Proposition E approved by the voters in November 2003 became effective on December 5, 2003 with the certification by the Secretary of State of the November 2003 election results. Proposition E amended various sections in the Charter related to conflict of interest. Relevant to a public meeting, Mr. Zarefsky quoted the new section C-9.111 DISCLOSURE OF PERSONAL, PROFESSIONAL AND BUSINESS RELATIONSHIPS, specifically, "…Section C 9.111 (a) Disclosure. A City officer or employee shall disclose on the public record any personal, professional or business relationship with any individual who is the subject of or has an ownership or financial interest in the subject of a governmental decision being made by the officer or employee where as a result of the relationship, or financial interest in the subject of a governmental decision being made by the officer or employee where as a result of the relationship, the ability of the officer or employee to act for the benefit of the public could reasonably be questioned. For the purposes of this section, the minutes of a public meeting at which the governmental decision is being made, or if the governmental decision is not being made in a public meeting, a memorandum kept on file at the offices of the City officer or employee's department, board, commission or agency shall constitute the public record…"

0792-03-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4047-03/04	Office of Contract Administration	$8,000,000	Will provide as needed information technology consulting services including project management; software development and programming; system design and integration and training.	Regular	12/31/06

December 1, 2003: Postpone to the meeting of December 15, 2003 at the request of the Office of Contract Administration.

Speakers: Deborah Vincent-James, Executive Officer COIT

Action: Adopt the Human Resources Director's report; Notify the offices of the Purchaser and the Controller. (Vote 5 to 0)

0826-03-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4049-03/04	Public Utilities Commission (Water)	$350,000	Will provide independent peer review of major engineering project deliverables produced by the SFPUC's Conceptual Engineering (CER).	Regular	07/31/06
4050-03/04	Public Utilities Commission (Water)	$500,000	Will provide financial advisory services related to the issuance of revenue bonds and other financial instruments.	Regular	10/30/06
4051-03/04	Public Utilities Commission (Water)	$2,500,000	Will provide specialized geotechnical services on an as-need basis. Will prepare geotechnical performance criteria; design plans, specifications and cost estimates; perform investigations; write studies and reports; and provide field visits.	Regular	10/31/06

4052-03/04	Airport Commission	$100,000	Will represent the Airport in Washington, DC for many federal issues raised by increased security mandates including access to Federal dollars, immigration policies that affect International Traffic levels, and staffing of Federal agencies at the Airport.	Regular	06/30/04
4053-03/04	District Attorney	$90,000	Will provide case management and services to women and transgender individuals who have experienced sexual exploitation and violence.	Regular	06/30/04
4054-03/04	Controller	$9,000,000	Will perform annual financial audit services and report on the financial statements for the City's Comprehensive Annual Financial Report (CAFR), the departments/funds.	Regular	06/30/09

Speakers: Wendy Iwata, Public Utilities Commission spoke on PSC #4051-03/04.
Monique Zmuda, Controller's Office spoke on PSC #4054-03/04.

Action:
(1) Adopt the Human Resources Director's report on PSC 4049-03/04 through 4053-03/04. Notify the offices of the Purchaser and the Controller (Vote of 5 to 0)
(2) Adopt the Human Resources Director's report on PSC #4054-03/04. Notify the offices of the Purchaser and the Controller (Vote of 3 to 2; Commissioners Becerril and Richardson dissent.)

0794-03-5 Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (Item No. 7)

December 1, 2003: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2004, upon agreement with the affected employee organizations.

Speakers: None.

Action: Adopt the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2004. (Vote of 5 to 0)

0795-03-5 Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (Item No. 8)

December 1, 2003: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2004, upon agreement with the affected employee organizations.

Speakers: None.

Action: Adopt the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2004. (Vote of 5 to 0)

0534-03-7 Determination of future employability: Larry Prosper, retired, permanent civil service Institutional Police Sergeant (Job Code 8205) Department of Public Health. (Item No. 9)

December 1, 2003: Postpone to the meeting of December 15, 2003 at the request of Larry Prosper.

Speakers: None.

Action: Postpone to the meeting of January 5, 2004 at the request of the Department of Public Health. (Vote of 5 to 0)

0830-03-2 Request to amend and correct recently adopted eligible lists for Classes 1932 Assistant Storekeeper and 1934 Storekeeper. (Item No. 10)

Speakers: Karen Taylor, Department of Human Resources

Action: Approve staff report; Grant request to amend and correct the recently adopted eligible list for Class 1932 Assistant Storekeeper and 1934 Storekeeper by adding one eligible to the 1934 eligible list and correcting the score of another eligible to reflect veterans preference points entitlement for both the 1932 Assistant Storekeeper and 1934 Storekeeper eligible lists. (Vote 5 to 0)

0827-03-8 Review of request for approval of proposed personal services contracts. (Item No. 11)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4077-02/03	Mayor's Office	Increase Amount $81,771 New Amount $278,021	Will serve as the lead agent in the California State Legislature working with the Mayor's Office of Legislative Affairs in determining legislative and budget priorities for the City & County of San Francisco.	Regular	06/30/04

4078-02/03	Mayor's Office	Increase Amount $130,500 New Amount $442,500	Will serve as Federal Legislative representative.	Regular	06/30/04

Speakers: Ani Baghdassarian, Mayor's Office

Action: Adopt the Human Resources Director's report; Notify the offices of the Purchaser and the Controller. (Vote of 5 to 0)

0796-03-5 Draft proposed amendments to Civil Service Commission Rules applicable to the Uniformed Ranks of the San Francisco Police Department – Volume II - Rule 203 - Equal Employment Opportunity Policy; Rule 209 - Position Classification and Related Rules; Rule 210 - Police Examination Qualifications and Applicants; Rule 211 – Examinations; Rule 212 - Eligible Lists – Police Department; Rule 213 - Certification of Eligibles – Police Department. (Item No. 12)

December 1, 2003: Discussion continued to the meeting of December 15, 2003.

Speakers: Kate Favetti, Executive Officer disclosed that her cousin through marriage, Michael Favetti is active in the Police Officers Association.
Assistant Chief Heather Fong, San Francisco Police Department
Denise Cannonier-Craig, Department of Human Resources
Chris Cunnie, President Police Officers Association
Julie Gonzalez, San Francisco Police Department Decentralized Examination Unit
Vincent Harrington, Counsel for Police Officers Association

Action: Discussion continued to a special meeting on Tuesday, January 20, 2004 at 1:00 p.m. in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place. (Vote of 5 to 0)

0159-03-7 Determination of future employability: Dismissal of permanent civil service appointment of Edna Rosete, Registered Nurse (Job Code 2320) Department of Public Health. (Item No. 13)

November 3, 2003: Postpone to the meeting of December 15, 2003 at the request of SEIU Local 790.

Speakers: None.

Action: Postpone to the meeting of January 20, 2004 at the request of Edna Rosete. (Vote of 5 to 0)

0154-03-7 **Determination of future employability: Dismissal of permanent civil service appointment of Carmen Wan, Registered Nurse (Job Code 2320) Department of Public Health. (Item No. 14)**

November 3, 2003: Postpone to the meeting of December 15, 2003 at the request of SEIU Local 790.

Speakers: None.

Action: Postpone to the meeting of January 20, 2004 at the request of Carmen Wan. (Vote of 5 to 0)

0858-02-7 **Request for hearing on future employment restrictions by Kenneth Johnson, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 15)**

February 3, 2003: Postpone to the meeting of March 3, 2003 at the request of Kenneth Johnson.

March 17, 2003: Postpone to the meeting of April 7, 2003 at the request of TWU Local 250-A. The Commission stipulated that this would be the last continuance granted.

April 7, 2003: Off calendar.

November 3, 2003: Postpone to the meeting of November 17, 2003 at the request of Kenneth Johnson.

November 17, 2003: Postpone to the meeting of December 15, 2003 in order to give Mr. Johnson an opportunity to inquire about service or disability retirement at the Retirement System.

Speakers: Mike Casey, Municipal Transportation Agency
Kenneth Johnson, Appellant

Action: Cancel any current examination and eligibility status; No future employment in any position requiring driving, including Cable Cars; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of six (6) months continuous employment outside the City and County service. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Ricardo Del Barrio spoke regarding regaining sixteen years of seniority following vocational rehabilitation as a result of an assault.

ADJOURNMENT

4:50 p.m.

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